



EQUITABLE SHARING WIRE

SUBMITTING YOUR SIGNED AFFIDAVIT

Key Contacts

Website for forms and publications

www.justice.gov/criminal/afmls

Permissible Use of Funds

Afmls.aca@usdoj.gov

A-133 Audit Inquiries

A133sharing@usdoj.gov

Treasury Executive Office for Asset Forfeiture

(202) 622-9600

www.treas.gov/offices

The Asset Forfeiture and Money Laundering Section continually looks for ways to enhance and streamline our processes and to minimize the workload for our state and local law enforcement partners. We are pleased to inform you that the signed Affidavit page of your Equitable Sharing Agreement and Certification form may now be scanned and emailed to:

Aca.affidavit@usdoj.gov

Agencies must type their NCIC/ORI number in the subject line.



Of course, you still have the option to fax your signed Affidavit to 202-616-1344, but scanning and emailing ensures the quickest delivery to your Agreement Certification and Audit Team Member.

SIGNATURES ON THE AFFIDAVIT

Our state and local partners frequently ask who should sign the Affidavit submitted annually with the Equitable Sharing Agreement and Certification. Both the head of the law enforcement agency and the head of the governing body must sign the Affidavit each year. The law enforcement agency head is typically the chief, sheriff, superintendent, or lead attorney. The governing body head is typically the mayor, city manager, commissioner, or governor. Specifically, the governing body head is the head of the entity that allocates funds and approves the law enforcement agency's budget. Agencies should refer to the form for a complete list of authorized signors or check with their [Agreement Certification and Audit Team Member](#) for guidance and clarification.

The law enforcement agency head must certify the amount of funds received and how the funds were spent during the fiscal year. The governing body head must certify the agency's budget and the amount of funds received during the fiscal year.

In no instance should the law enforcement agency head or the governing body head sign as both. Further, no person from the law enforcement agency can sign as the governing body, nor can any person from the governing body sign for the law enforcement agency head. By signing the Affidavit, both the agency and the governing body heads agree to abide by the policies set forth in the [Guide to Equitable Sharing for State and Local Law Enforcement Agencies](#).

Upcoming Articles in Future Editions:

- Independent Public Accountant Information
- Annual A-133 Audits

Completing your Equitable Sharing Agreement and Certification Form:

As a reminder, please be sure to save the form to your computer prior to completing the form. Attempts to complete the form when opened from the website will result in an error message.

