

**Instructions for cover letter to be submitted with RI-54**

**Police departments and sheriff departments** submitting the RI-54, must include a cover letter. This letter must be typed on your agency's letterhead. Please address to:

Director  
Management Services Division  
Michigan State Police  
714 S. Harrison Rd.  
East Lansing, MI 48823

The following statements **must** be included in the letter:

- Certify that the weapons on the RI-54 have been prepared by your agency.
- Certify that each firearm has been checked and verified as unloaded by the person signing the letter, that all magazines have been removed and taped to the firearm, and that all ammunition has been separately packaged
- Certify that all court cases involving the weapons have been cleared.
- Certify that each serial number has been verified and checked in NCIC and the State Automated Pistol Registration System.
- Certify that any stolen entries from our department have been investigated and the weapons concerned are cleared for disposal.
- Certify that any firearm reported stolen by another agency has been turned over to that agency or that written authorization to destroy the weapon has been obtained from the agency stating that the registered owner cannot be located, has no interest in the weapon, or has become a prohibited person. Attach a copy of that authorization.
- Certify that any firearms confiscated under Section 28.425(f), 28.425k(2), or 28.425(o) after July 1, 2001, were properly seized and forfeited according to MCL 600.4701 to 600.4709.
- Certify that any firearms with eradicated serial numbers have been submitted to a forensic laboratory for serial number restoration, and a copy of the lab report is attached.
- Certify that any firearms with specific court orders to be destroyed are so noted on the RI-54 form and a copy of that court order is attached.
- Property Officer or Clerk must sign letter.