



Washington, D.C. 20530

July 25, 2008

Dear Equitable Sharing Program Participants:

Over the last two and a half years the Department of Justice and the Department of Treasury have been working on a joint program to modernize the way we handle Equitable Sharing compliance. These new and exciting changes to the reporting procedures for state and local law enforcement and prosecutorial agencies will streamline and simplify reporting as the process goes electronic. This minimizes paperwork and requires only one form to be submitted annually at the close of your agency's fiscal year.

The old policy requires each agency to submit a Federal Equitable Sharing Agreement every three years and a Federal Annual Certification Report at the completion of each Fiscal Year to the Department of Justice (AFMLS), the Department of Treasury (TEOAF), and to the local U.S. Attorney's Office for each agency's district. Starting with the end of each agency's current fiscal year, agencies will use a new form that combines the Agreement and Certification Report. This new form replaces the need for a separate Agreement every three years. The form will be submitted electronically via email to Justice and the information will be shared with Treasury, which will alleviate the need for submission to multiple agencies. The form no longer requires submission to the U.S. Attorney's Office in your district. One form to complete, one submission!

Like the old Federal Annual Certification Report, the new Equitable Sharing Agreement and Certification form must be completed within 60 days of completion of each agency's fiscal year. Once the completed form has been submitted electronically via email, the signed Affidavit page must be faxed to AFMLS to complete the process. The only page to be faxed will be the signed Affidavit page. Upon completing the form, users will have the option to save and print the form for the agency's records prior to emailing the form to AFMLS.

For agencies whose fiscal years end *after* September 30, 2008, the Equitable Sharing Agreement expiration date will be extended to coincide with your next fiscal year end date.

Below are a few frequently asked questions regarding the changes:

Where can I find the new form? The new form will be located on the AFMLS website at www.usdoj.gov/criminal/afmls/ or the TEOAF website at www.eoaf.treas.gov.

Are there any special requirements to use this form? Yes. Adobe Reader 7.0 or higher required (free download at www.adobe.com)

Can I still use the old form if I don't want to use the Adobe form? No. The new form is specially formatted to electronically submit your data into our database. Old versions or faxed or mailed copies of the new form will not be accepted since they are not compatible with the new database.

Are there instructions for the new form? Yes. The instructions for completion and submission are on the new form. Also, pop-up instructions will appear when placing the mouse over the line item.

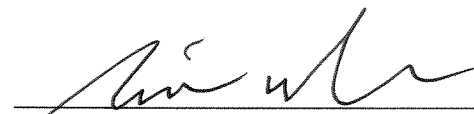
Will I be able to keep a copy of the completed form for my records, and how? Yes. Upon completing the form, users will have the option to save and print the form for the agency's records prior to emailing the form to AFMLS.

Is my certification complete when I email the form? No. Once the completed form has been submitted electronically via email, the signed Affidavit page must be faxed to AFMLS to complete the process. The only page to be faxed will be the signed Affidavit page.

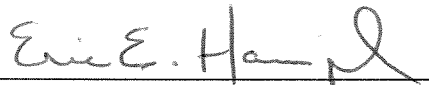
The current Equitable Sharing Agreement expires before my fiscal year ends. How do I maintain compliance? If your agency's fiscal year ends after September 30, 2008, the current Agreement expiration, your Agreement expiration will be extended to coincide with your Certification Report due date. For example, if your fiscal year ends December 30, 2008, your Agreement will be valid thru February 28, 2009 when your Certification Report is due.

Any questions regarding the changes may be directed to the Agreement, Certification and Audit team representative for your state by calling AFMLS or TEOAF. Please see the insert for contact information.

Sincerely,



Richard Weber, Chief
Asset Forfeiture and Money
Laundering Section



Eric E. Hampl, Director
Department of the Treasury Executive
Office for Asset Forfeiture

Department of Justice
Agreement, Audit and Certification Team
Representatives by State:

Razia Ahmad – (202) 305-4572

Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut,
District of Columbia, Delaware, Florida, Georgia, Illinois

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Guam, Hawaii, Iowa, Idaho, Indiana, Kansas, Kentucky, Louisiana,
Massachusetts, Maryland, Oklahoma, Oregon, Wisconsin, Washington, New
Hampshire, Northern Mariana Island

Tanya Penny – (202) 514-4244

Maine, Michigan, Minnesota, Missouri, Mississippi, Montana, North
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Caroline Dingess – (202) 616-3999

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