

## How to Prepare the RI-54 Form

**Do not bring guns or knives in individual evidence boxes! (Bio-hazards exception)**  
**Remove all cable ties, paper, wire, etc. from all firearms that keep the actions open or locked. The actions and cylinders should work freely.**

**AGENCY NAME:** Enter the name of your police agency and include your ORI.

**DATE:** Enter the date you prepare your list.

**TAG NO.:** Each item listed on the RI-54 needs a Tag Number. Beginning with the number 1, list your guns on the RI-54 form. Number each gun consecutively, 2, 3, 4, etc. Make sure each corresponding gun **has a tag attached to it** with the **same number of the gun listed on the RI-54**. You can list both handguns and long guns on the same form, but please list all the handguns **together** and all the long guns **together**. Do not duplicate your numbers.

**COMPLAINT OR DEPT. NO.:** For your use to indicate **your** complaint number.

**YES OR NO BOXES:** If the seizure occurred as a result of a violation of the **new** CCW law effective July 1, 2001, check the "yes" box. If not, check the "no" box.

**NOTE:** If a court order has been issued to destroy a weapon, check the "yes" box and include a copy of that court order.

**MAKE:** Enter the manufacturer's name of the weapon. Please use the NCIC codes, if known.

**MODEL:** Enter the model of the weapon, if known.

**TYPE:** Enter the NCIC type code for the weapon, if known.

**CAL. OR GAUGE:** Enter the caliber of the firearm.

**NO. OF SHOT:** Enter the number of shots for revolvers or derringers only.

**SERIAL NUMBER:** Enter the serial number of the weapon. We do not accept firearms with eradicated serial numbers unless it has been submitted to a forensic lab and the lab report is attached.

Please type or **clearly** print your list. Fax the list to MSP Forfeited Weapons at 517-336-6135.

We will check your list and contact you for a date to bring the weapons in. Please ensure all weapons are unloaded. Any magazines should be removed and taped to the weapon. Do not cover the serial number with the tape. You will need to fax a copy of your cover letter with your list. **Bring the original of the letter when turning in the weapons.** See sample [cover letter](#) to be submitted.

### Miscellaneous Items Submitted for Destruction

MSP Forfeited Weapons Unit will accept knives, brass knuckles, clubs, bats, or just about anything construed to be a weapon. Please list these items on your RI-54 as one entry. Example: "25 miscellaneous weapons." Please **approximate** the number of items submitted. Ammunition must have the shotgun shells separated from the other ammunition. We do not accept fireworks, flares or any kind of chemical devices. RI-54 forms are available on the MSP Web under Forms & Publications: [www.michigan.gov/msp](http://www.michigan.gov/msp)