# Equipment Transfer / Loan Form

## Instructions and Routing

- Enter State Tag Number (E-Tag), if applicable
- Enter detailed description of item(s), i.e. magazines, cartridges, chargers, monitors, etc.
- Enter serial number / VIN
- Remarks – any additional information. Include officer name if UoF transfer
- Name, date, and signatures are required from both the sender and receiver
- Route the completed form to the appropriate Region

### Distribution

- **ORIGINAL** - Email Request
- **COPY** - Requester

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**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.**