



U.S. Department of Justice

Equitable Sharing Program

Thank you for your interest in becoming a participant of the Department of Justice Equitable Sharing Program (Program). Through this Program, the Department of Justice distributes an equitable share of forfeited property and proceeds to participating state and local law enforcement agencies that directly participate in an investigation or prosecution that result in a federal forfeiture. The Equitable Sharing Program is governed by the policy set forth in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies* (April 2009), updated interim guidance, and all *Equitable Sharing Wires*. An electronic copy of the *Guide*, along with the other policy updates are available on AFMLS public website (www.justice.gov/criminal-afmls/equitable-sharing-program).

New agencies must complete a **New Participant Request** form. Once AFMLS has determined your agency is eligible to participate, your agency's finance contact must contact the eShare Portal Help Desk at 202-616-2287 or forfeiture.systems@usdoj.gov to obtain access to the eShare Portal. Once access is obtained, your agency must complete the Equitable Sharing Agreement and Certification Form. Each year, your agency must submit this form within 60 days of the close of its fiscal year. Your agency must report all equitably shared funds received during the last fiscal year and how those funds were spent. All Department of Justice and Department of the Treasury funds must be reported on this form.

Department of Justice funds are disbursed by the United States Marshals Service (USMS). New participants must also complete and submit to the USMS an ACH Vendor Payment Enrollment Form. This form enables a participating law enforcement agency to establish electronic fund transfer capability and is required in order for equitable sharing payments to be disbursed to participating state and local law enforcement agencies. The USMS ACH Vendor Payment Enrollment form is available under the forms link on AFMLS public website.

Any questions regarding the submission process should be directed to your State Representative.