

NOTICE: Please forward this form to the agency for which you served as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent. THIS LETTER MUST BY TYPED ON OFFICIAL LETTERHEAD OF THE AGENCY and signed by the proper authority attesting to your status as an Officer or Agent for that agency. Upon completion, submit the form with your application. A sample letter can be found at the end of this form.

(OFFICIAL AGENCY LETTERHEAD)

DATE

Arizona Department of Public Safety
Concealed Weapon Permit Unit
PO Box 6488
Phoenix, AZ 85005-6488

According to official records of the **(federal, state, county, or local agency having law enforcement responsibility)**, I certify that **(name of peace officer, police officer or federal law enforcement officer/agent)** (complete each applicable section and enter related information).

- Served as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent
from: _____ to: _____
- Was certified to carry a firearm while on-duty and his/her badge or employee identification number is: _____
- Federal officers/agents only Job series code and title: _____
- Meets the requirement of a “qualified retired law enforcement officer” as defined on page 2 of this letter: YES or NO (circle one).
- Has been issued a “photographic identification” card as defined on page 2 of this letter: YES or NO (circle one).

ATTESTED BY:

Signature

Printed Name:

Title & ID #:

Agency

Telephone #

Definitions

“Certificate of Firearms Proficiency” means a document issued by the Arizona Department of Public Safety pursuant to the Law Enforcement Officers Safety Act Improvements Act of 2010 that demonstrates the bearer qualified with a firearm in accordance with related rules and laws.

“Federal Law Enforcement Officer/Agent” a law enforcement officer of the Amtrak Police Department, a law enforcement officer of the Federal Reserve, or a law enforcement or police officer of the executive branch of the Federal Government qualifies as an employee of a governmental agency who is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest.

“Qualified Retired Law Enforcement Officer” means an individual who-

- separated from service in good standing with a public agency as a law enforcement officer; and
- before such separation, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest; and
- before such separation, served as a law enforcement officer for an aggregate of 10 years or more; or
- separated from service with such agency, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency; and
- has not been officially found by a qualified medical professional employed by the agency to be unqualified for reasons relating to mental health; or
- has not entered into an agreement with the agency from which the individual is separating from service in which that individual acknowledges he or she is not qualified under this section for reasons relating to mental health; and
- is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- is not prohibited by Federal law from receiving a firearm.

“Peace Officer” or “Police Officer” means an individual vested by law with a duty to maintain public order and make arrests.

“Photographic identification” a photographic identification card issued by the agency from which the individual separated from service as a law enforcement officer as required by 18 USC Sec. 926C.

**OFFICIAL LETTERHEAD OF
YOUR TOWN POLICE DEPARTMENT
1234 Any Street
Your Town, AZ 56789**

02/16/2011

Arizona Department of Public Safety
Concealed Weapon Permit Unit
PO Box 6488
Phoenix, AZ 85005-6488

According to official records of the **Your Town Police Department**, I certify that **John Q. Public:**
(enter related information).

- Served as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent
from: **October 10, 1997** to: **November 1, 2008**.
- Was certified to carry a firearm while on-duty and his/her badge or employee identification
number is: **123456**
- Federal officers/agents only Job series code and title:
- Meets the requirement of a “qualified retired law enforcement officer” as defined on page 2 of
this letter: **YES** or NO (circle one).
- Has been issued a “photographic identification” card as defined on page 2 of this letter:
YES or NO (circle one).

ATTESTED BY:

Signature

Printed Name: **Ms. Jane Jones**
Title & ID #: **Human Resources Admin Clerk #54321**
Agency: **Your Town Police Department**
Telephone #: **(123) 456-7890**