

Commonwealth of Pennsylvania
 Municipal Police Officers' Education and Training Commission



Retired Law Enforcement Officer Identification Act
Confirmation (Unique Approval Number) Log

Record must be kept for a period of one year for each qualification (Qual.) card issued

(1)	(2)	(3)	(4)			(5)	(6)	(7)
\$5 Admin Fee Collected For PICS check (Mark x if paid)	Retired Law Enforcement Officer Name Last, First, Middle Initial	Address	Qual. Card Status			8-Digit Confirmation Number (Leave Blank if Status is R or C)	Date Qual. Card Signed	Qual. Card Expiration Date
	Qual. Card Control No.		A	R	C			
	Qual. Card Control No.		A	R	C			
	Qual. Card Control No.		A	R	C			
	Qual. Card Control No.		A	R	C			
	Qual. Card Control No.		A	R	C			

Within 30 days of issuing a confirmation (unique approval) number, the Sheriff shall provide the Commission with a copy of this record, along with administrative fees and any confiscated qualification cards. Mail to: MPOETC, 8002 Bretz Drive, Harrisburg, Pa 17112

(8) _____
 Name of Sheriff's Department

(9) _____
 Sheriff's Name - Printed

(10) _____
 Sheriff's Signature

(11) _____
 Date Sent (mm/dd/yyyy)

Do Not Write on Back of Form

Commonwealth of Pennsylvania
Municipal Police Officers' Education and Training Commission

Retired Law Enforcement Officer Identification Act
Instructions for completing **Confirmation (Unique Number) Log**

To be completed by Sheriff:

- Block (1) - Mark an 'X' confirming that the required fee of \$5 was collected. The fee shall be in the form of a Money Order or Certified Check payable to the Commonwealth of Pennsylvania and shall be sent to MPOETC, 8002 Bretz Drive, Harrisburg, PA 17112.
- Block (2) - Print last name, first name, middle initial of the Retired Law Enforcement Officer and the eight digit unique Qualification Card Control Number assigned by the Pennsylvania State Police. Do not write on the back of the form. Additional forms should be used if needed
- Block (3) - Print street address, city, state, and zip code.
- Block (4) - Circle 'A' for approved. Circle 'R' for retained due to research or undetermined status. Circle 'C' for confiscated if a PICs check results in immediate denial. If the qualification status results in an immediate denial the qualification card must be confiscated even though the Retired Law Enforcement Officer has already qualified with a firearm at the range. Confiscated qualification cards shall be returned to the Commission with log submittals.
- Block (5) - Print the eight digit unique confirmation number assigned by the Pennsylvania State Police.
- Block (6) - Print the date that Sheriff signs the Qualification Card.
- Block (7) - Print date that the Qualification Card expires.
- Line (8) - Print name of Sheriff's department.
- Line (9) - Print Sheriff's name.
- Line (10) - Sheriff's signature.
- Line (11) - Date that RLEIA Confirmation Log was sent to MPOETC (date format: mm/dd/yyyy).