

LEOSA Application Process





FINAL

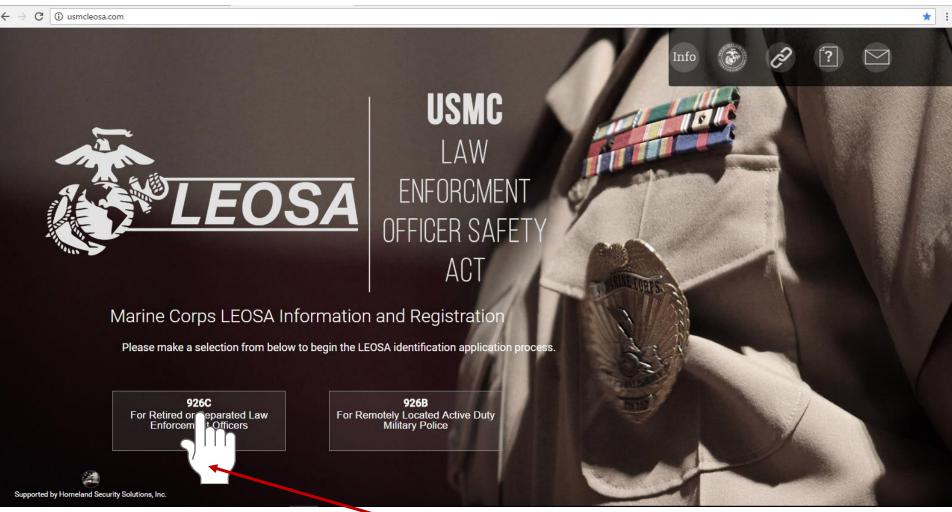
Overall Classification of this brief is: UNCLASSIFIED//FOUO

UNCLASSIFIED



926C Website Process: Step 1.

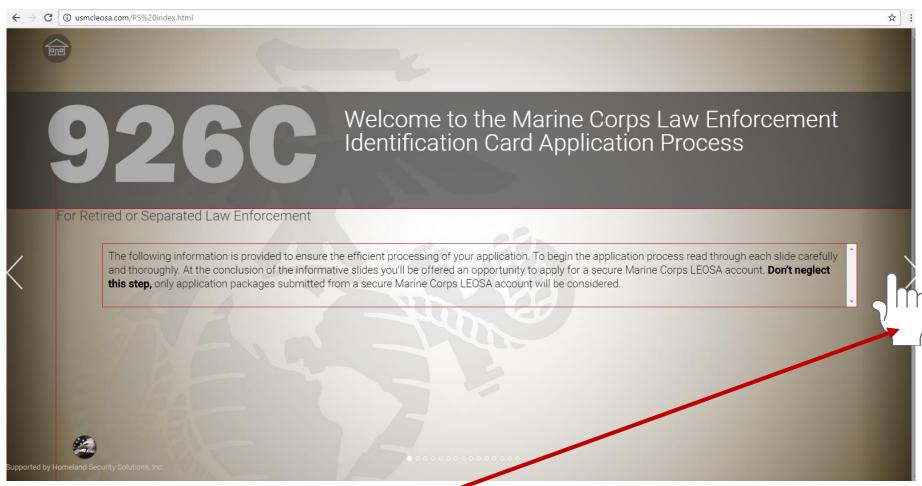




Click on 926C button (for retired/separated applicants)







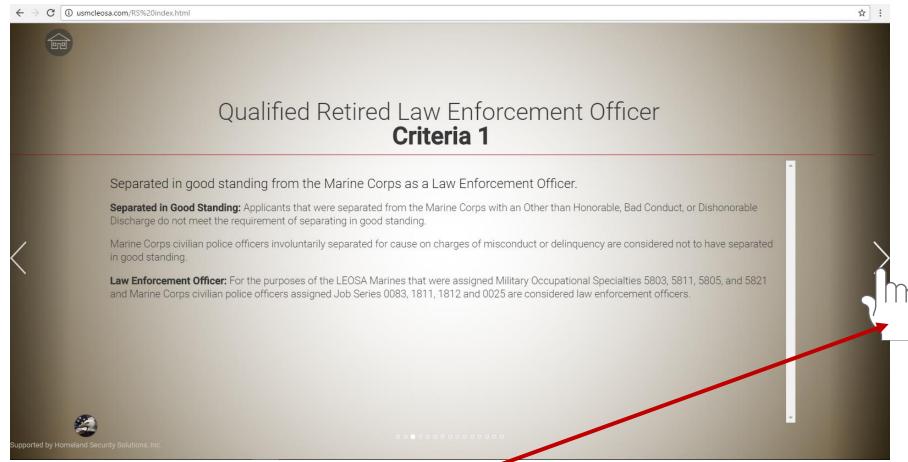






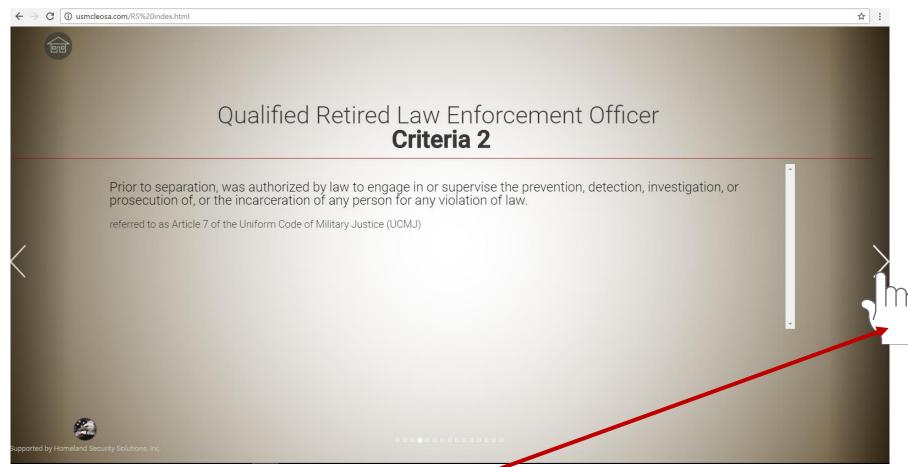






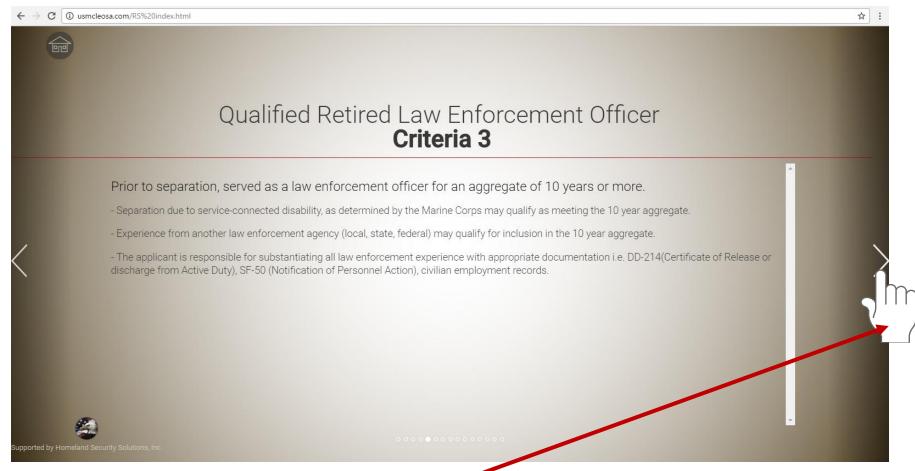






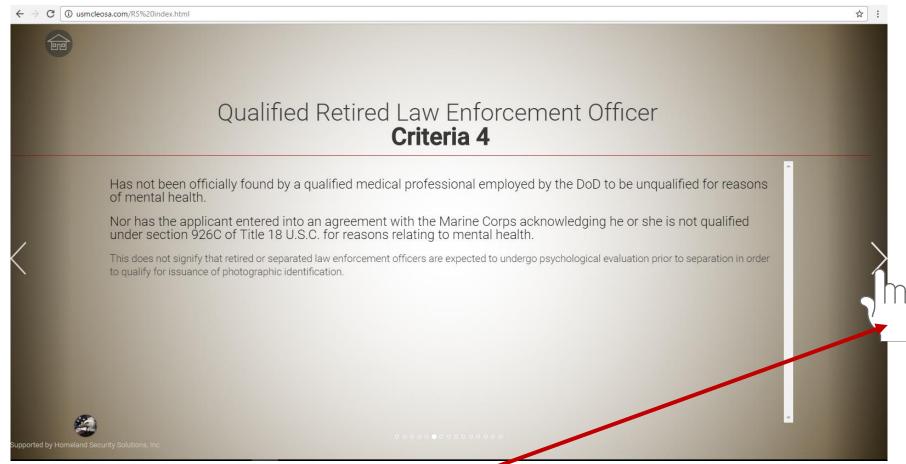






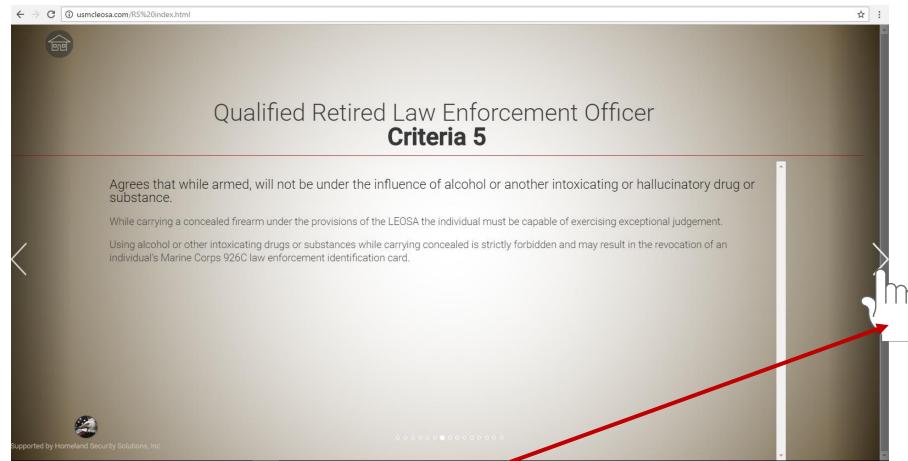














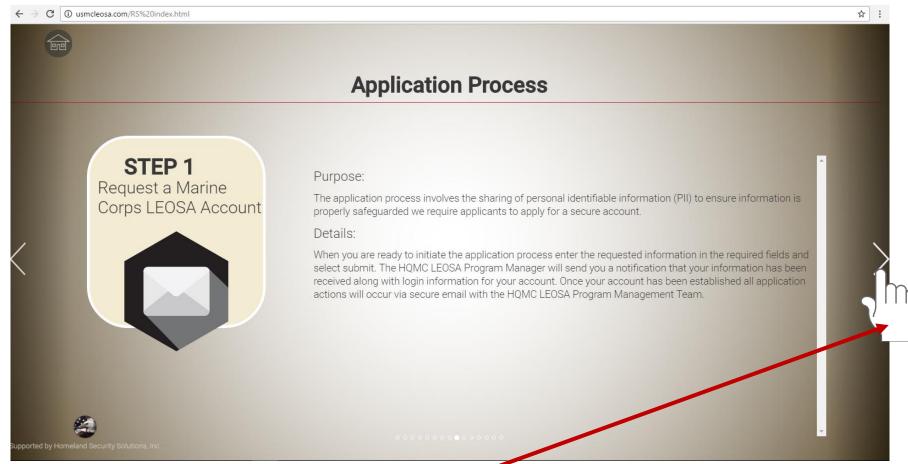






Step 10

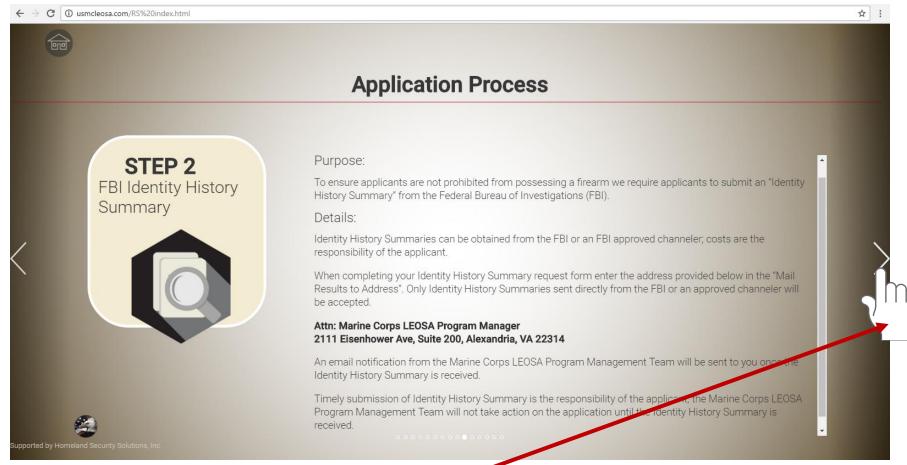






Step 11

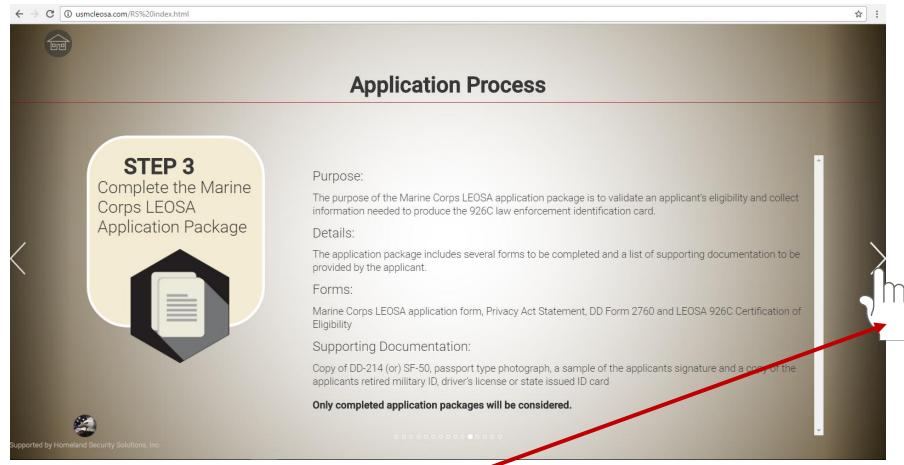






Step 12

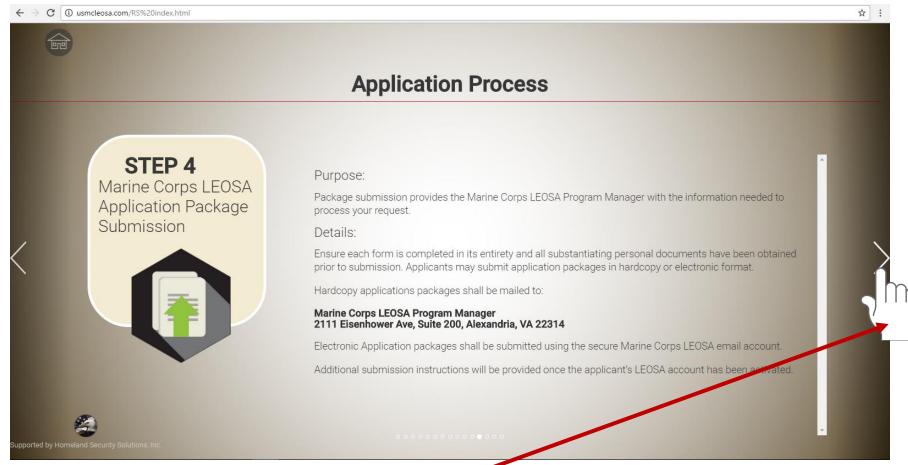






Step 13

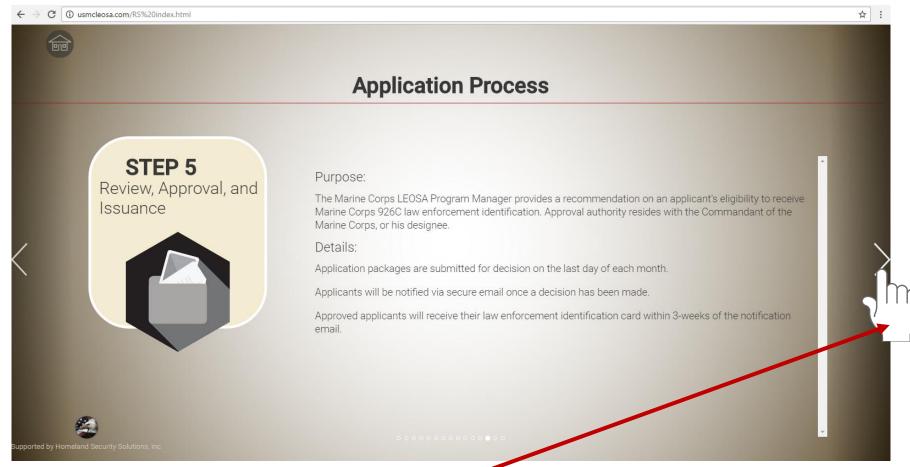






Step 14

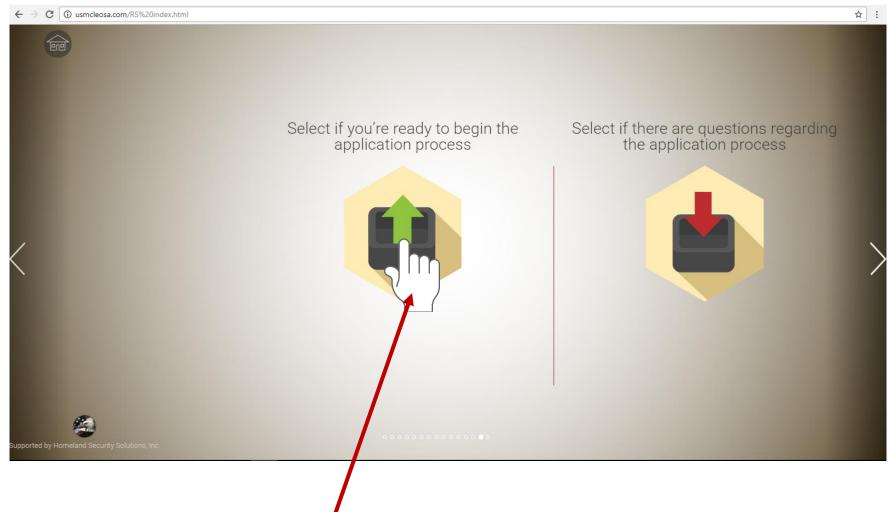






Step 15



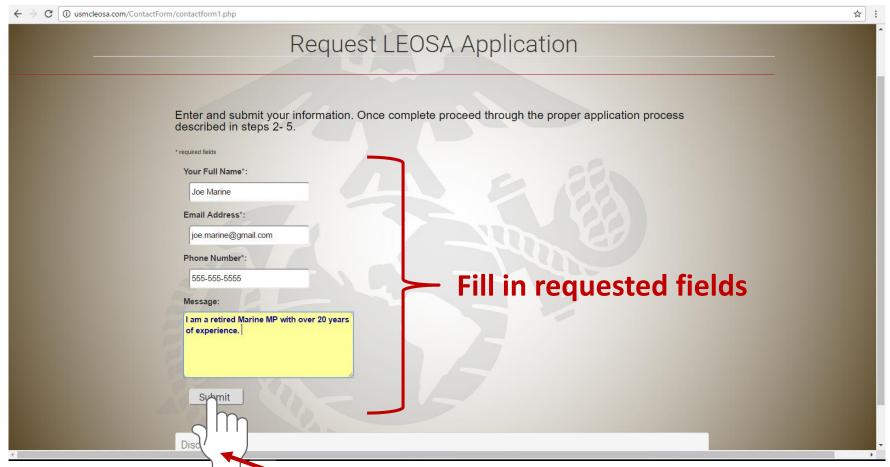


Click button to begin application process



Step 16



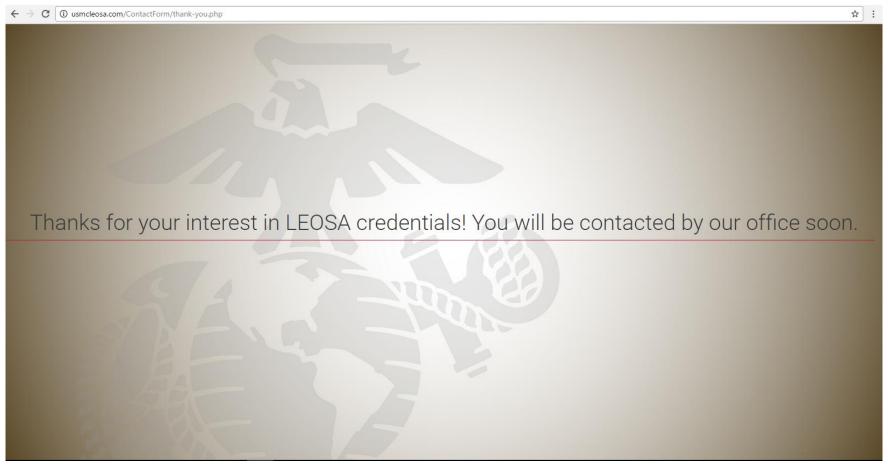


Click "Submit" button after filling in requested information to proceed to next page



Final online page



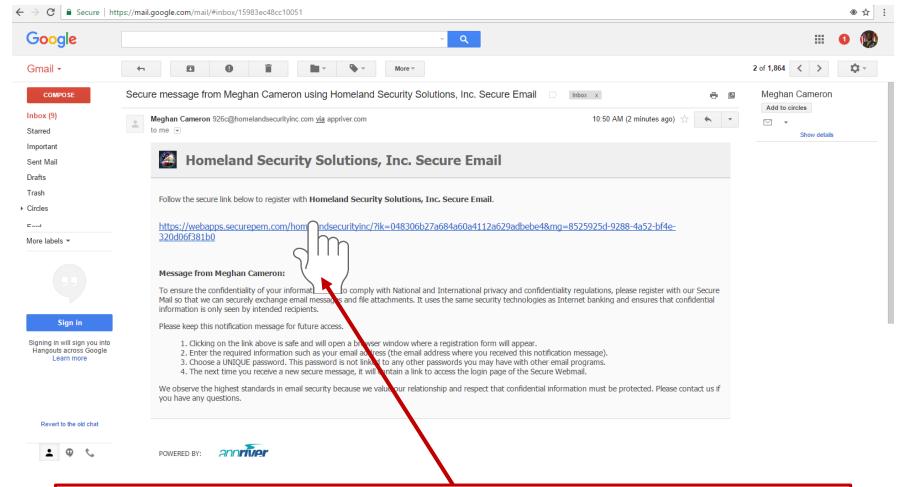


> Applicant will receive a email to the provided email address for secure access



Application Process: Step 1

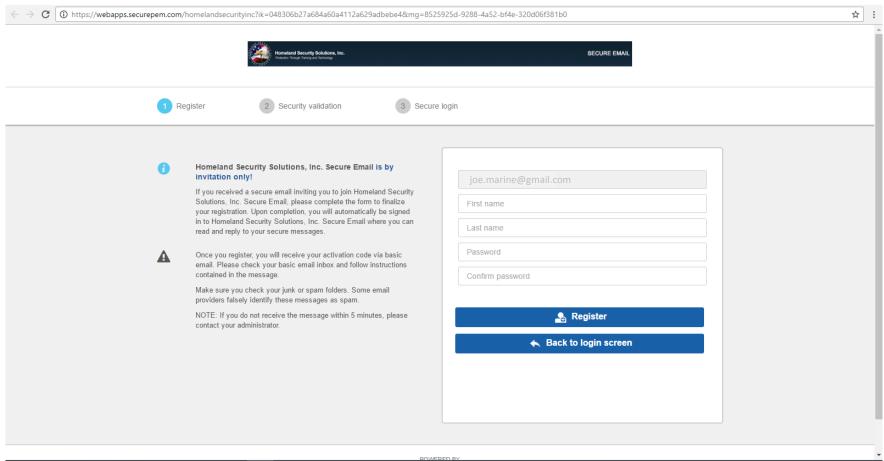




- Applicant will receive the above email for secure access
- Read email and follow instructions
- Click on link provided



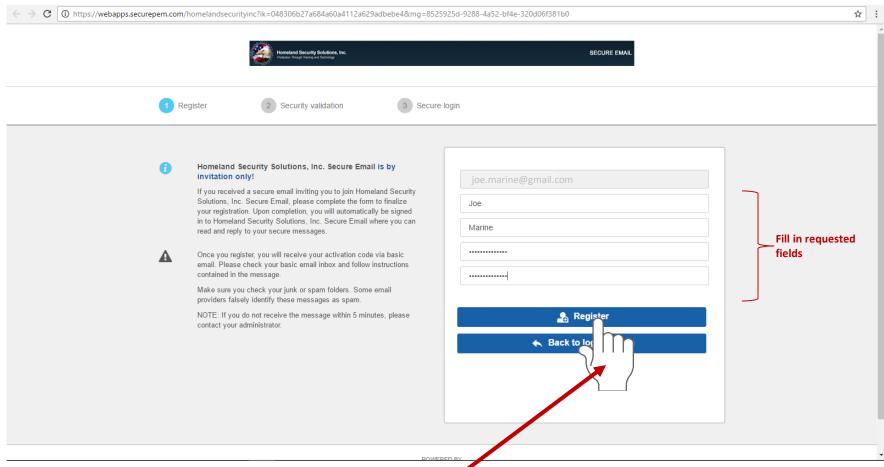




> Applicant will be redirected to the above secure access registration page



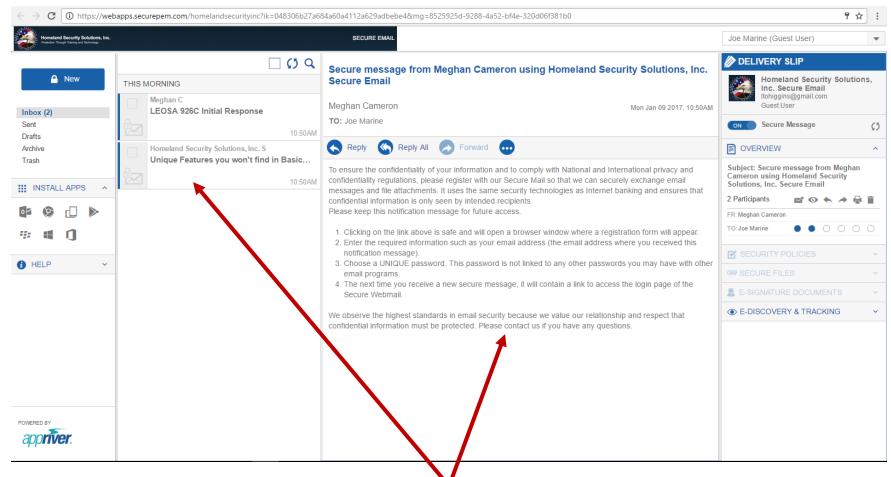




- Click "Register" after completing requested fields
- Applicant will be rerouted to secure inbox



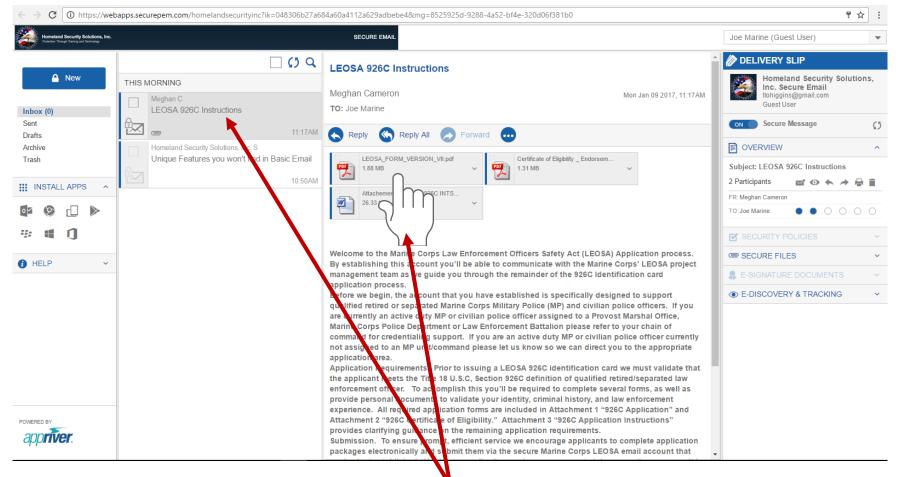




> Applicant will receive the above message in their secure inbox







- ➤ Applicant will receive the above second message in their secure inbox with documents to complete and instructions.
- Click on LEOSA Application



Step 6 LEOSA Application

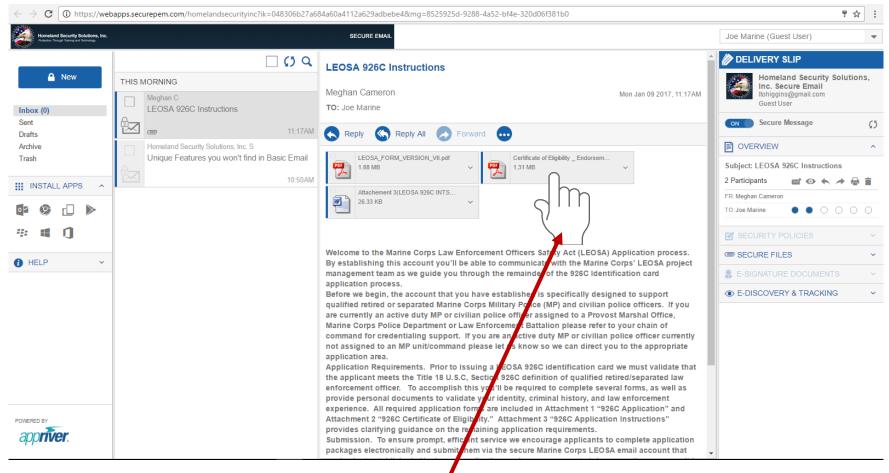


Comp	letely	/ fill	in
reque	sted '	field	ls

	ORCEMENT OF	OF THE NAVY (OMB No.	
	CREDENTIA	L APPLICATION			OMB approval expir	es
USN: Active Retired	/Beparated	USMC:	Active	Retired/Separated		
AUTHORITY: 10 LL 0 5013 Sorrelary of the Information year formed his workshop of the Common to year formed his workshop of the Common to year for the gaptant Incomedity and widely provided in the Common to year for the gaptant Incomedity and widely provided in the Common to year for the year for the year for the Common to year for the Ye	and process application to law enforcement sul- ses applications. Addition to statements or informa- that fall to provide the re- reporting burden for the	ns for DON law-enforcems notifies and administrative maily, the answers and an ation. quested information will be is collection of information	ect credentials. The appropriate support staff assigned by information resulting a denied issuance of D is estimated to average	plicant's Social Security Numi to the lessing agency with a therefrom may be disclosed to ON law-enforcement credent of lines the time in minutes.	her is solicited solisly for i need to know in order to for use in a criminal or ad- lars. or in hours, as appropriate	he purpose of validatin verify Title 15, Section ministrative proceeding of per response, include
other provision of law, no person shall be subject PLEASE DO NOT RETURN YOUR RESPONSE Responses should be sent to	to any penalty for falling	g to comply with a collect	k 22350-3100 (Insert O on of Information if it do	MB Control Number), Responses not display a currently val	idents should be swere to id OMB control number.	hat notwithstanding an
A. PERSONAL INFORMATION						
1. Last Name	2. First Nan	ne .	3. M.I.	4. 88N# 5	5. Email	
6. Phone (H)	7. Phone (V	V)		8. Phone (M)		
		Yes, was your requ		YES NO		
LEOSA Credential previously?		s, state reason for r				
11. Street Address	12. City		Jan Diete	Providence 14. F	Postal Code 15. C	ountry Code
11. odeet Address	12. City		13. 00000	T I4. P	ostal code 15. C	dunity Code
Mailing Address (if same as resident	e address, click b	ox. If differ	ent than residenc	e address, complete b	llocks 16-20)	
16. Street Address	17. City		18. State	Providence 19. F	Postal Code 20. C	ountry Code
21. DoN Military Police Officer 22.	Status 2	3. MO8	24. Years of Serv	ice 25. Disci	harge Code 26.	Date of Dischar
27. DoN Civilian Police Officer 28.	Status 2	9. Job Series	30. Years of Serv	ice 31. Natu	re of Termination o	f Employment
	3. U.S. Citizen?		ou been found by	y a qualified medical p ealth?	rofessional to be u	
	YES					YES N
 Misdemeanor Domestic Violence Note: Complete Section B If desiring 			Felony conviction from agencies n		oN to meet Title 18	YE8 No
B. NON DON AFFILIATED LAW EN	FORCEMENT EX	PERIENCE				
	Experience 1		Experience 2		Experience 3	
1. Employer	a.		b.		c.	
2. Address	a.		b.		c.	
3. City, State, ZIP	a.		b.		c.	
4. Telephone #	a.		b.		c.	
5. Name of Immediate Supervisor	a.		b.		c.	
6. Dates of Emoloyment	a. From Date	b. To Date	c. From Date	d. To Date	e. From Date	f. To Date
	a.		b.		c.	
			b.		c.	
_			-		-	
C. 8IGN AND DATE	shows information to D	ne best of my knowledge, we from being issued DaN	Signature			Date







Click on Certificate of Eligibility



Step 8 Certificate of Eligibility

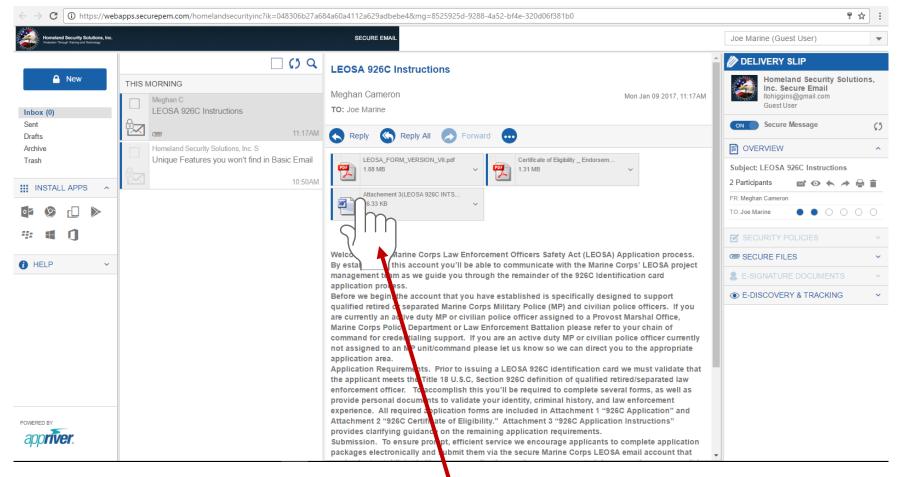


Read, initial, print name, sign, and date in requested fields

DEPARTMENT OF THE NAVY LEOSA CERTIFICATION OF ELIGIBILITY instructions: Read the statements listed below and acknowledge understanding of each requirement by printing your initials in the space royided. Active law enforcement officers (LEO) items (1-5) and signature block. Retired/Separated LEO items (1-4) and signature block. Lunderstandischnowledge that to participate in the LEOSA Louist maintain my status as a qualified law enforcement officer (QLEO) or qualified retired law enforcement officer (QRLEO). In order to do so I must: a. Maintain a current firearms qualification for the type of firearm that I intend to carry concealed. b. Be in possession of my LEOSA credential and proof of firearms qualification at all times while in a concealed carry status. c. Maintain compliance with any additional regulatory guidance published by the issuing agency. d. I acknowledge that failure to maintain my status as a QLEO/QRLEO shall result in the revocation, either temporary or permanent, of my agency ssued LEOSA credential. 2. I understand/acknowledge that while carrying a concealed firearm under the LEC\$A I have the same rights/privileges as a private citizen. I have no authority to exercise any law enforcement authority on behalf of the issuing agency or Department of Defense (DoD). I understand that under the a. I am granted no authority to detain and/or effect the detentions of any person. b. I am granted no authority to make and/or effect arrests or apprehensions of any person. c. I am granted no authority to exercise the use of force to amest/apprehend and/or effect the amest/apprehension of any person. I understand/acknowledge that while carrying a concealed firearm under the authority of the LEOSA: a. I shall not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance. b. I will respect firearms restrictions posted by the owners of private property. c. I will respect firearms restrictions on any State or local government property, installation, building, or park. d. I will safeguard my firearm at all times when on my person. When not in my possession my firearm shall be stored securely in a locked weapons I have been advised by the issuing agency of the following: a. If electing to carry a concealed firearm I should obtain "concealed carry" or "self-defense" insurance with civil and criminal defense coverage. b. The issuing agency has no liability and will not provide legal defense in the event that I am involved with a use of force incident under the c. I should consider carrying a "grand jury kit" consisting of weapons qualification documentation, driver's license or state issued identification card, proof of firearm ownership, and copies of DoDi 5525.15, agency issued regulatory guidance, and 18 U.S.C. 926B (or) 926C. I understand/acknowledge that as an active law enforcement officer assigned to, or employed by, the issuing agency that: a. I am not permitted to carry a concealed privately owned firearm while performing my official law enforcement duties. b. I am required to comply with local policies related to carrying of privately owned firearms issued by the DoD installation to which I am assigned. c. If permitted to carry a concealed privately owned firearm aboard the DoD installation to which I am assigned I must register the firearm in d. I am required to comply with all regulations governing the storage of privately owned firearms aboard DoD installations Acknowledgement, I hereby certify that I understand the aforementioned provisions governing my participation in the LEOSA under the sponsorship he issuing agency and that failure to maintain compliance with these provisions may result in the revocation of my agency issued LEOGA credentials Stonature Page of FOR OFFICIAL USE ONLY







Click on Marine Corps LEOSA 926C Checklist



Step 10 Checklist



MARINE CORPS LEOSA 926C CHECKLIST

There are a total of eight (8) items required to process your request for the LEOSA 926C ID. Ideally, all application package requirements will be submitted at the same time; however, applicants may submit application items individually as they are obtained. When all application requirements have been submitted please notify the LEOSA Project Manager via email. Upon notification the LEOSA Project Manager will screen the application package for completeness prior to processing your request. Applicants with incomplete packages will be notified.

LEOSA ApplicationPAGE	ž 2
LEOSA Certificate of EligibilityPAG	E 2
DD Form 2760 Qualification to Possess Firearms or AmmunitionPAG	E 2
DD-214 member copy 4 (retired/separated MP only)PAG	£3
SF-50 Proof of Employment (retired/separated civilian police only)PAG	E 4
Federal Bureau of Investigation (FBI) Identity History SummaryPAG	E 5

- ☐ Copy of ONE OF THE FOLLOWING:
- Retired Military Identification Card
 State Driver's License
- ➤ State Issued Identification Card

LEOSA APPLICATION AND LEOSA CERTIFICATE OF ELIGIBILITY:

These documents can be found attached to the initial "Welcome" email. Complete all required fields and return them along with any and all required documents for LEOSA 926C. If you experience issues opening the files, please use your secure email to reply to the message and notify the LEOSA Project Manager.

HOW TO OBTAIN DD FORM 2760 QUALIFICATION TO POSSESS FIREARMS OR

Refer to the fillable PDF website at

http://www.cnic.navy.mil/content/dam/cnic/cnrsw/NBVC/pdfs/about/10%20D02760form.pdf
Read and complete the fillable form online. Print and submit to your commander or
immediate supervisor within 10 days of receipt. Once approved, please submit a copy of your

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HOW TO OBTAIN DD-214 FOR MILITARY POLICE OFFICERS:

Refer to the National Archives Veteran Service Records website at

http://www.archives.gov/veterans/military-service-records/.

- Submit an authorization letter to the National Personnel Records Center, National Archives and Records Administration, requesting a copy of your DD 214 and explaining the reason for your request.
- In order to efficiently locate your DD 214, the request must include: your full name used during your term of service; Service number; Social Security number; Branch of Service; Dates of Service; date and place of birth; and your current contact
- Sign and date the letter. The National Personnel Records Center will not release records if the request is not signed.

Mail or fax your completed request to the National Archives, National Personnel Record

NPRC Fax Number : 314-801-9195

NPRC Mailing Address: National Personnel Records Center Military Personnel Records 1 Archives Drive St. Louis, MO 63138 314-801-0800

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- Checklist provides a detail list of required documents and where applicants can obtain documents
- Instructions for how to obtain documents are provided on the checklist
- Addresses and contact numbers for obtaining documents are provided on the checklist



Step 10 Checklist continued



HOW TO OBTAIN SF-50 FOR CIVILIAN POLICE OFFICERS:

- Contact the human resource office of your previous federal workplace if your civilian federal employment ended within the last 120 days. Request a copy of your SF-50 or, if the office does not have the form, ask whether your personnel records have been transferred to the National Personnel Records Center.
- Draft a written authorization letter to the National Personnel Records Center, an office of the National Archives and Records Administration, requesting a copy of your SF-50 and explaining the reason for your request. The OPM usually transfers civilian personnel records to the center within 120 days after employment ends. Include in the letter your full name used during your employment; Social Security number; date of birth; the agency where you worked; the approximate to-and-from dates of your employment: and your current contact information.
- Sign and date the letter. The National Personnel Records Center will not release records if the request is not signed.

Mail the written authorization letter to the following address:

National Personnel Records Center 111 Winnebago Street St. Louis, MO 63118-4126 P: 314-801-9250.

call or email the office before sending your request so you are certain you've done it properly.

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OBTAINING YOUR FBI IDENTITY HISTORY SUMMARY:

Detailed instructions for obtaining an Identity History Summary can be found at: http://www.fbi.gov/about-us/cjis/identity-history-summary-checks.

Download and Complete the FBI's Application Information Form.

Only Identity History Summaries sent directly from the FBI to the LEOSA Project Manager will be accepted. In order to ensure direct <u>delivery</u> enter the following address in the "mail results to address" located on the Application Information Form:

LEOSA Program Manager Homeland Security Solutions, Inc. 2111 Eisenhower Ave., Suite 200 Alexandria VA 22314 703-535-1026 ext. 240

The FBI requires that finger prints be provided to process your Identity History Summary.

- > Fingerprints will be on a standard fingerprint form (FD-258:
- https://www.fbi.gov/about-us/cijs/identity-history-summary-checks/fd-258-1); Check with your local Police Departments whether they will accept a printed out form. If not, finger print cards are available online (Amazon sells pack of 5 for \$4.74).
- > Submit the original fingerprint card to the FBI.
- Must include rolled impressions of all 10 fingerprints (referred to as plain or flat impressions)
- > Fingerprints taken with ink or via live scan are acceptable
- > Illegible fingerprints will be rejected resulting in processing delays and additional fees.
- > The individual is responsible for all cost associated with obtaining fingerprints.
- > A reputable source must be used for obtaining fingerprints.

The FBI charges \$18.00 US dollars for processing each Identity History Summary.

- Payment can be submitted via Credit Card Payment Form, money order or certified check made payable to the Treasury of the United States.
- Mail applicant information form, fingerprint card, and payment of \$18 U.S. dollars for each person or copy requested—to the following address:

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FBI CJIS Division – Summary Request 1000 Custer Hollow Road Clarksburg, WV 26306

> Allow approximately ~13 weeks for processing, upon receipt to the FBI.

Applicants may <u>NOT</u> use an FBI approved <u>channelor</u> in lieu of the FBI CJIC Division to obtain their identity History Summary per FBI CJIS policy <u>channelors</u> are not authorized to forward results to LEOSA Program Manager.

HOW TO OBTAIN PASSPORT PHOTO AND SIGNATURE:

Refer to the State Department website at

http://travel.state.gov/content/passports/en/passports/photos/photos.html.

Follow the guidelines listed on the site. There are several locations that offer Passport photos (CVS, Walmart, Walgreens, etc.). Please check with your local providers. Once you obtain a passport photo, scan the photo and save as a JPEG file. Attach this to your email along with any and all completed documents for the LEOSA 926C ID.

A signature is required to upload to the LEOSA 926C ID. Use a black ink pen and sign your name on a blank sheet of paper, then print your full name below. Scan and save as a PDF file.

Attach this to your email alone with any and all completed documents for the LEOSA 926C ID.

Enter your full signature in row 1. For best results use a fine tip black "sharple" marker. Your signature should				
use as much of the space provided as possible, without touching or going outside of the block provided.				
1.				
Print your FN, MI and LN in the spaces provide in row 2.				
2.				

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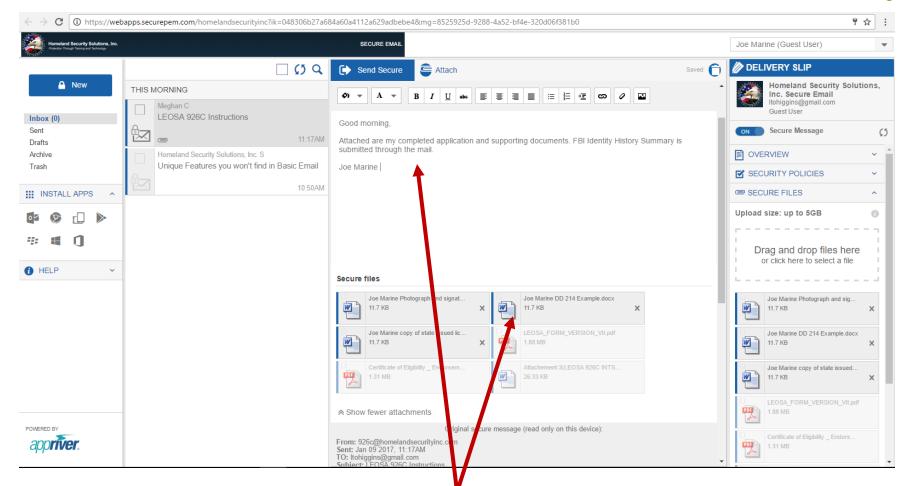
- Checklist provides a detail list of required documents and where applicants can obtain documents
- Instructions for how to obtain documents are provided on the checklist
- Addresses and contact numbers for obtaining documents are provided on the checklist

Step 11 Package Submission

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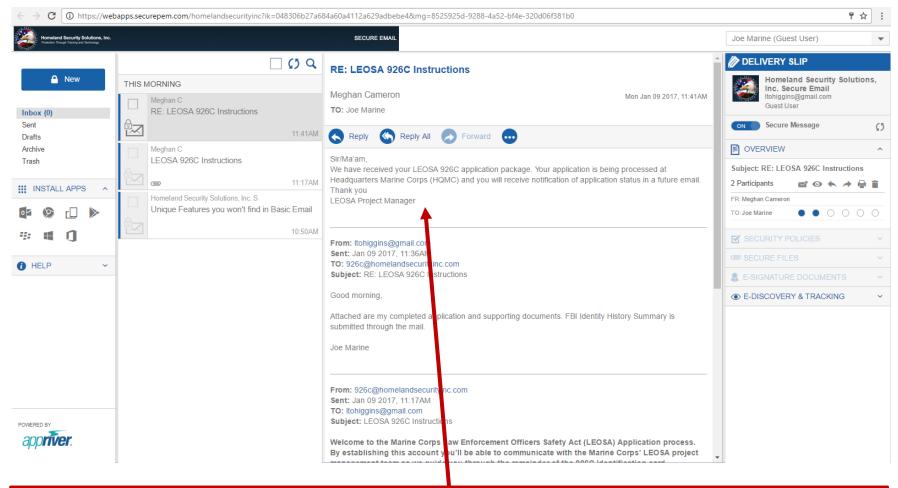


Applicant will send a message from their secure inbox with attached documents for review and approval



Step 12 Receipt of Package



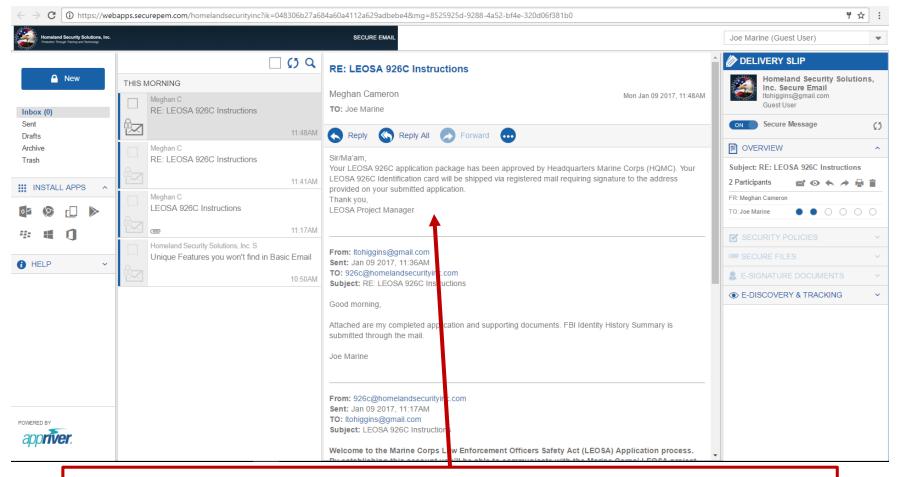


➤ Applicant will receive receipt of package in their secure inbox



Step 13 Status Notification





- ➤ Applicant will receive notification of the status of their LEOSA 926C application package in their secure inbox
- Notification will indicate if the package has been approved or disapproved
- If package is approved applicant will be notified that credentials are being mailed
- If package is disapproved applicant will be informed as to the reasons why

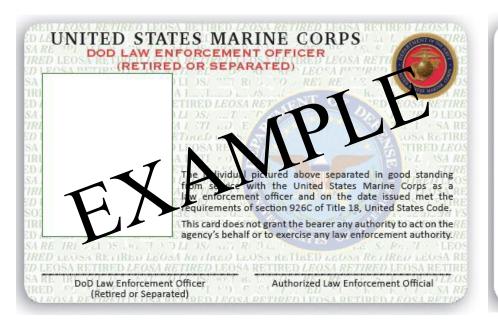


Example 926C Credential



Front

Back



IN ORDER FOR THE NAMED INDIVIDUAL TO CARRY A CONCEALED WEAPON, PURSUANT TO SECTION 926C OF TITLE 18, UNITED STATES CODE, THIS CORD MUST BE ACCOMPANIED BY A CURRENT (WITHIN THE MOST RECENT 12 MONTAL) AREARMS QUALIFICATION CERTIFICATION FROM THE INDIVIDUAL CS TAKE OF RESIDENCE THE NAMED INDIVIDUAL SHALL NOT CARRY A FIREM M WILL UNDER THE INFLUENCE OF ALCOHOL OR ANOTHER INTOXICATION OF VALLUO NATURY DRUG OR SUBSTANCE, AND SHALL NOT BE PROHIBITED BY A DEFAUL LANGER OF RECEIVING A FIREMRM.

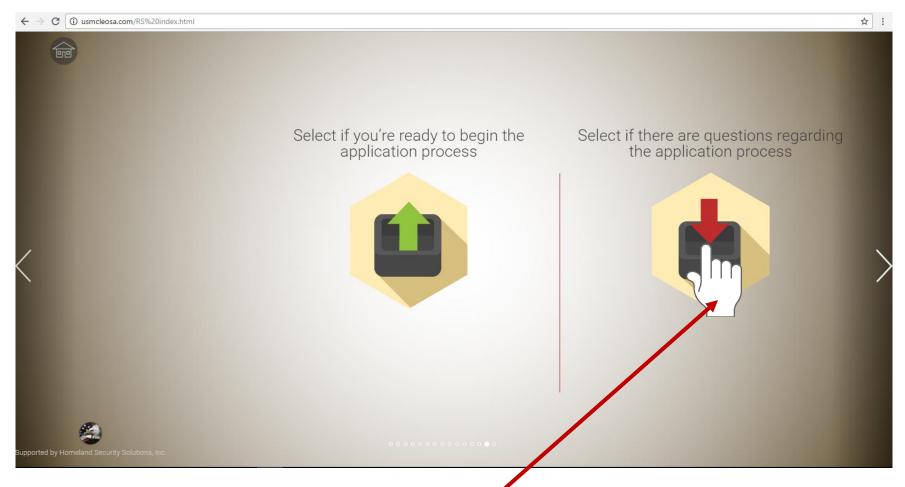
F FOUND, DIRES IN MULBOX. POSTMASTER, POSTAGE GUARANTEED.
RETURN TO:

HEADQUARTERS MARINE CORPS
SECURITY DIVISION, LAW ENFORCEMENT AND CORRECTIONS BRANCH
PENTAGON, ROOM 4A324
WASHINGTON, DC 20380-1775



Application Process Questions

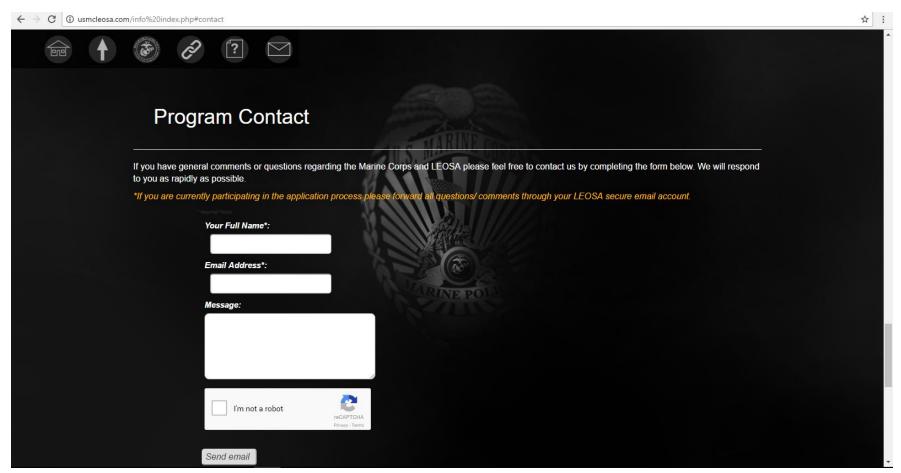




- Click button for questions regarding application process
- Applicant will be redirected to another page







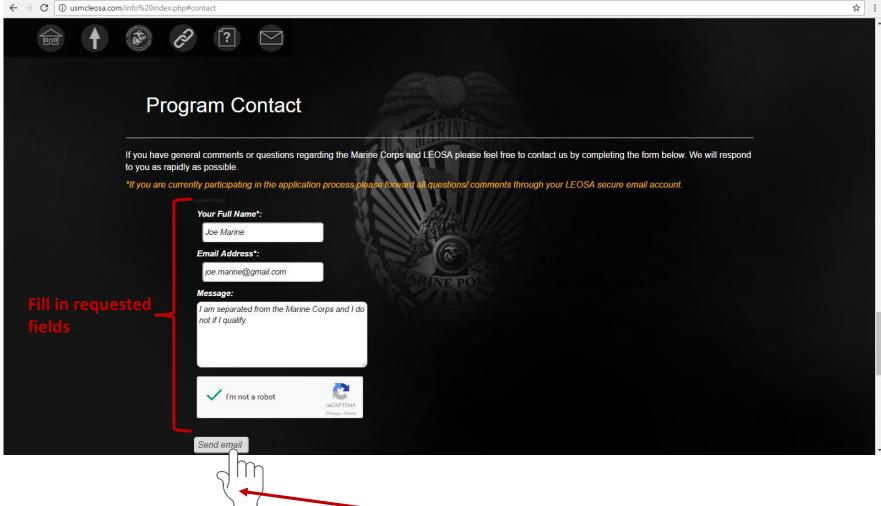
> Applicant will be redirected to the above program contact page on the website



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- Click "Send email" after completing requested fields
- Applicant will be rerouted to next website page



Final online page



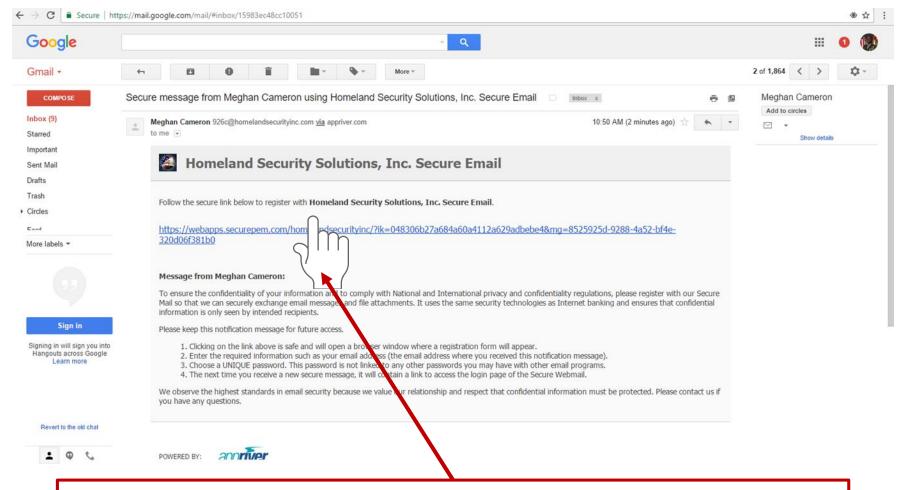
← → C ① usmcleosa.com/thank-you.php	☆ :
Thank you for contacting us, we will respond to you shortly	

> Applicant will receive a email to the provided email address for secure access



Application Question: Step 1

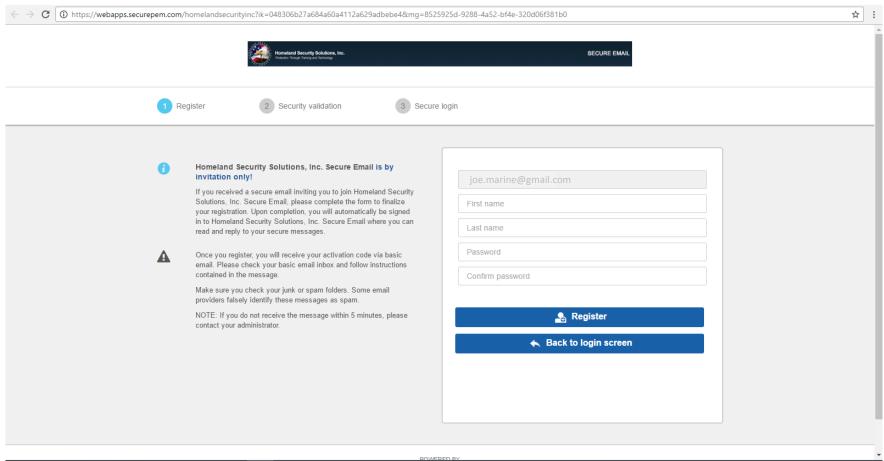




- Applicant will receive the above email for secure access
- Read email and follow instructions
- Click on link provided



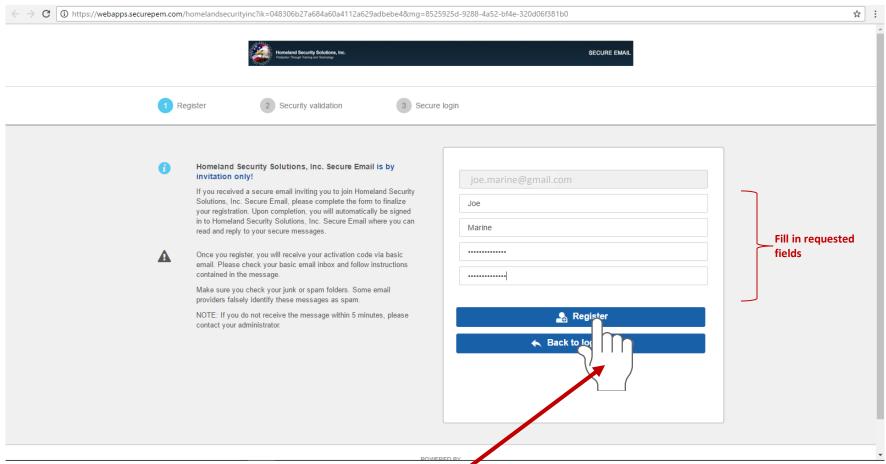




> Applicant will be redirected to the above secure access registration page



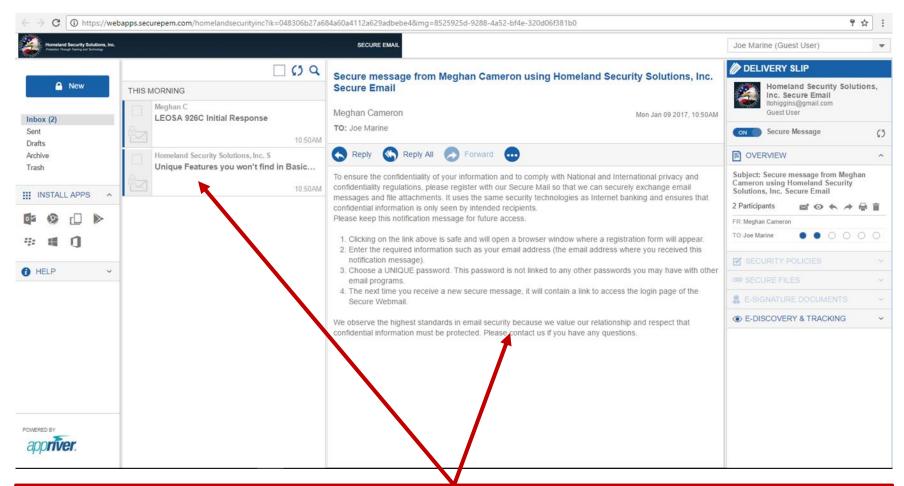




- Click "Register" after completing requested fields
- Applicant will be rerouted to secure inbox



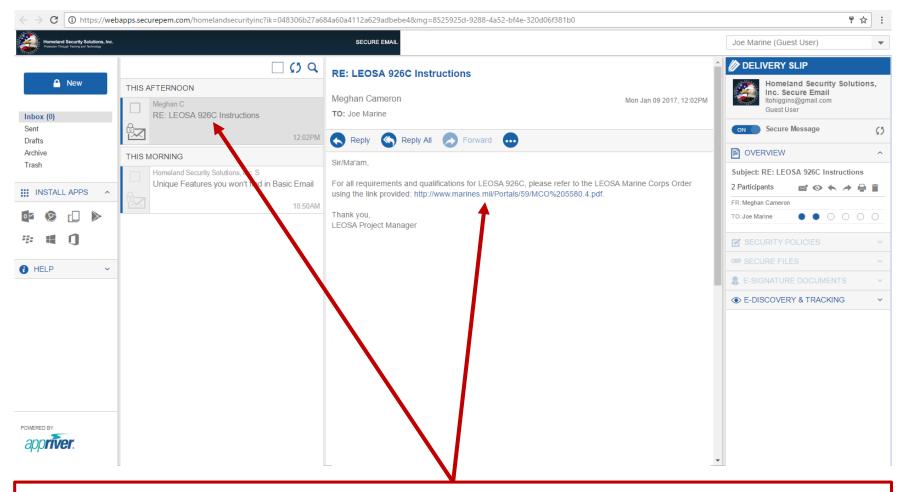




Applicant will receive the above message in their secure inbox







➤ Applicant will receive a reply to question in their secure inbox