Screenshots of Navy LEOSA Application Process

Step 1:

Step 2:

Step 3:

Form: 926C-R

Instructions Save Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 2: Category

926C Retired: Retired, Medically Retired

* What category applies to you?

[▾]

Previous Section 2 of Next

Categories include 926C-R (Retired) and 926C-R/M (Retired/Medical)

Step 4:

Form: 926C-R

Instructions Save Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 3: Type of Navy LE

Type of Navy Law Enforcement

* Type of DoD Navy Law Enforcement Officer?

[▾]

Previous Section 3 of Next

Types include USN Master-at-Arms (649X/749X), USN Civilian Police Officer, Other

Step 5:

Form: 926C-R   Instructions   Save   Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 4: Reading Checklist

LEOSA Credentialing Guidance

* Have you read 18 U.S.C. 926C - Carrying of concealed firearms by qualified Law Enforcement officers?
○ Yes
○ No

* Have you read DoD Instruction 5525.12 Implementation of Amended Law Enforcement Safety Act of 2004, 1 Aug 16?
○ Yes
○ No

* Have you read DoD Instruction 5525.15, Law Enforcement Standards and Training in the DoD, 29 Jun 18?
○ Yes
○ No

* Have you read SECNAV Instruction 5580.3, Department of the Navy Law Enforcement Officer Safety Program, 19 Jan 17?
○ Yes
○ No

Previous   Section 4 of   Next

Step 6:

Form: 926C-R   Instructions   Save   Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 5: Legal Checklist

LEOSA Applicant Questionnaire for 926C Credentials

* Are you or have you been under indictment for a crime punishable for a term exceeding one year?
○ Yes
○ No

* Are you or have you been a fugitive from justice?
○ Yes
○ No

* Are you a user of or addicted to any depressant, stimulant, narcotic drug, or any other controlled substance?
○ Yes
○ No

* Have you been adjudicated mentally defective which includes a determination by a court, board, or other authority that you are a danger to yourself or to others or incompetent to manage your own?
○ Yes
○ No

Previous   Section 5 of   Next

Step 7:

* Have you been adjudicated mentally defective which includes a determination by a court, board, or other authority that you are a danger to yourself or to others or incompetent to manage your own?
○ Yes
⦿ No

* Have you been committed to a mental institution?
○ Yes
○ No

Are you an undocumented immigrant in the United States?
○ Yes
○ No

* Have you ever renounced your United States citizenship?
○ Yes
○ No

* Are you subject to a court order restraining you from harassing, stalking or threatening an intimate partner of such person or child of such intimate partner of person or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child?
○ Yes
○ No

* Have you ever been convicted in any court of a misdemeanor crime of domestic violence?
○ Yes
○ No

[Previous] [Section 5 of] [Next]

Step 8:

* Have you ever been convicted in any court of a misdemeanor crime of domestic violence?
○ Yes
⦿ No

* Are you or have you been incarcerated in a federal or non-federal institution?
○ Yes
○ No

* Are you currently on parole, annual report status, or serving a term of mandatory supervision?
○ Yes
○ No

* Are you willing to maintain required photographic governmental agency identification (Military Identification Card and/or State Issued Driver's License and/or Identification Card) in conjunction with the Qualified Law Enforcement Officer LEOSA Credential?
○ Yes
○ No

* Do you understand the term "firearm" does not include— (1) any machinegun (as defined in Section 5845 of the National Firearms Act); (2) any firearm silencer (as defined in Section 921 of this title); and (3) any destructive device (as defined in Section 921 of this title)?
○ Yes
○ No

* Do you agree that you will not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance, and understand that if at any time you are under the influence of alcohol or another intoxicating or hallucinatory drug or substance you are NOT considered a Qualified Law Enforcement Officer and CANNOT CARRY A CONCEALED WEAPON UNDER THE PROVISION OF THE LAW ENFORCEMENT OFFICER SAFETY ACT?
○ Yes
○ No

[Previous] [Section 5 of] [Next]

Step 9:

* Do you agree that you will not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance, and understand that if at any time you are under the influence of alcohol or another intoxicating or hallucinatory drug or substance you are NOT considered a Qualified Law Enforcement Officer and CANNOT CARRY A CONCEALED WEAPON UNDER THE PROVISION OF THE LAW ENFORCEMENT OFFICER SAFETY ACT?

◉ Yes
○ No

* Do you understand the rules and regulations regarding privately owned weapons on government property, installations, buildings, bases, or parks?

○ Yes
○ No

* Do you understand the rules and regulations regarding privately owned weapons of the state in which you reside can permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property (such as bars, private clubs, amusement parks, etc.)?

○ Yes
○ No

* Do you understand that the number on the reverse side of the LEOSA Credential is a verification call center number for OFFICIAL MILITARY and CIVILIAN LAW ENFORCEMENT AGENCY USE ONLY?

○ Yes
○ No

* Do you agree that if your LEOSA Credential is LOST or STOLEN, you will IMMEDIATELY report the LOST/STOLEN LEOSA Credential to the Navy LEOSA Program Management Office via Defense Consulting Services?

○ Yes
○ No

* Were you retired HONORABLY from the United States Navy, (including Reserve components) as a Law Enforcement Officer?

○ Yes
○ No

Previous   Section 5 of   Next

Step 10:

* Were you retired HONORABLY from the United States Navy, (including Reserve components) as a Law Enforcement Officer?

◉ Yes
○ No

* Before retirement did you have statutory powers of arrest or authority to apprehend, pursuant to section 807(b) of Title 10, United States Code (also known as article 7(b) of the Uniform Code of Military Justice)?

○ Yes
○ No

* Before retirement (1) did you serve as a Law Enforcement Officer for an aggregate of 10 years or more, or (2) retired from service with the United States Navy (including Reserve components) after completing any applicable probationary period of service due to a service-connected disability as determined by that component?

○ Yes
○ No

* Have you been officially found by a qualified medical professional employed by the United States Navy (including Reserve components) to be unqualified for reasons of mental health?

○ Yes
○ No

* Have you entered into an agreement with the United States Navy (including Reserve components) that you are not qualified under USC Title 18 Section 926C for reasons relating to mental health?

○ Yes
○ No

* Have you ever been discharged from the Armed Forces under dishonorable conditions?

Previous   Section 5 of   Next

Step 11:

○ Yes
○ No

* Before retirement (1) did you serve as a Law Enforcement Officer for an aggregate of 10 years or more, or (2) retired from service with the United States Navy (including Reserve components) after completing any applicable probationary period of service due to a service-connected disability as determined by that component?

● Yes
○ No

* Have you been officially found by a qualified medical professional employed by the United States Navy (including Reserve components) to be unqualified for reasons of mental health?

○ Yes
● No

* Have you entered into an agreement with the United States Navy (including Reserve components) that you are not qualified under USC Title 18 Section 926C for reasons relating to mental health?

○ Yes
● No

* Have you ever been discharged from the Armed Forces under dishonorable conditions?

○ Yes
○ No

* Are you prohibited by federal law from receiving a firearm?

○ Yes
○ No

Previous   Section 5 of   Next

Step 12:

Form: 926C-R   Instructions   Save   Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 6: Photos

Passport Photo Upload

When uploading your passport style photo please follow US State Department passport photo requirements (2x2):
US State Department Passport Photo Requirements

Remember this photo will be the one used for your LEOSA Card identifying you as a professional Law Enforcement Officer.

• Photo must be in color
• Photo must have been taken within the last 6 months to reflect your current appearance
• Photo must be taken in front of a plain white or off-white background
• Applicant must face directly in front of camera
• Photo must be a neutral facial expression (preferred) or a natural smile, with both eyes open
• No "SELFIES" or non-professional photos
• No glasses
• Link to Dept. of State passport photo regulations: **HERE**
    • Website has option to upload a digital photo and edit to Dept. of State requirements

• **Walgreens Photo**
• **CVS Photo**
• **Walmart Photo**

Accepted File Types: .gif, .jpeg, .png, and .pdf

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Step 13:

Form: 926C-R

Instructions   Save   Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 7: State ID

Terms for State-Issued Identification Upload

Please submit a scanned, legible copy of your state Driver's License or state-issued identification card

- Must be a color copy
- **DO NOT** submit a copy of your Common Access Card (CAC)

Accepted File Types: .gif, .jpeg, .png, and .pdf

+

Drag & Drop
or click to upload a file

In some older browsers, PDFs will not preview.

As long as you upload them, they are there.

Previous   Section 7 of   Next

Step 14:

Form: 926C-R

Instructions   Save   Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 8: Service Documentation

Service Documentation

Acceptable documentation is listed below:
- DD Form 214, Member Copy 2, 3, or 4 (Regular Active Duty)
- Retirement Discharge Orders (Reserves)
  - Orders must identify:
    - Military Law Enforcement Rate and/or GS Duty Position
    - Service Time (10 or more years)
    - Characterization of service
- SF Form 50 Government Civil Service Employees (Civilian Police Officers)
  - **NOTE:** Navy PM requires 0083 Civilian Police provide SF-50's that show changes in position title and number (Block 7 and 15)
    - **EX:** If submitting multiple SF-50s over non-consecutive time periods (2000-2001, 2004-2005), the Navy must be able to verify that all service time was spent in a LE position
  - **NOTE 2:** You must submit your final Retirement SF-50
    - If you no longer have this documentation, the Navy recommends you contact OPM to obtain a copy

NOTE: If your MA 'A' School training date is not annotated on your DD FM 214, you must also submit your LE training certificate with your service documentation

Accepted File Types: .gif, .jpeg, .png, and .pdf

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Drag & Drop

Previous   Section 8 of   Next

Step 15:

Form: 926C-R

Instructions | Save | Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 9: FBI Identity History Summary

FBI Identity History Summary Instructions

NOTE: If you are soon to retire, you may submit a commander's endorsement memo in lieu of the FBI Identity History Summary.
Template can be found **HERE**

FBI Identity History Summary Instructions
1. Go direct through FBI
   • Have fingerprints taken by local police department or sheriff's office
   • Send fingerprint card, FBI Identity History Summary form and payment ($18) to:

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

   • A copy of the FBI Identity History Summary Applicant form can be downloaded **HERE**
   • **DO NOT SEND FINGERPRINT CARDS TO DCS**
   • Background check results will be mailed to the address provided on the Applicant form (result delivery may take 14-16 weeks)

2. Go through FBI-approved Channeler
   • Request a nationwide background check for **PERSONAL REVIEW**. Per the FBI, "You may request a copy of your own Identity History Summary to review
     it or obtain a change, correction, or an update to the summary
   • The Channeler will take electronic, live-scan fingerprints, and e-mail a copy of the results to an e-mail address provided by the applicant
   • Only send DCS a copy of the results. Do not forward the e-mail you receive from the channeler

For more information you can visit the following links

Previous | Section 9 of | Next

Step 16:

Form: 926C-R

Instructions | Save | Review

1	2	3	4	5	6	7	8	9	10
General	Category	Type of Navy LE	Reading Checklist	Legal Checklist	Photos	State ID	Service Documentation	FBI Identity History Summary	SECNAV 5580/1

Section 10: SECNAV 5580/1

SECNAV 5580/1

Complete, sign/date and upload ONLY pages 1 and 2 of the SECNAV 5580/1
   • Form can be found **HERE**

Accepted File Types: .gif, .jpeg, .png, and .pdf

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Drag & Drop
or click to upload a file

In some older browsers, PDFs will not preview.

As long as you upload them, they are there.

Previous | Section 10 of | Review

Step 17:

926C-R   Back

Review Submission

Section 1: General	✎ ✔
Section 2: Category	✎ ✔
Section 3: Type of Navy LE	✎ ✔
Section 4: Reading Checklist	✎ ✔
Section 5: Legal Checklist	✎ ✔
Section 6: Photos	✎ ✔
Section 7: State ID	✎ ✔
Section 8: Service Documentation	✎ ✔
Section 9: FBI Identity History Summary	✎ ✔
Section 10: SECNAV 5580/1	✎ ✔

Miscellaneous Files

Have any additional files to include? Upload them here.

Step 18:

Miscellaneous Files

Have any additional files to include? Upload them here.

+

Drag & Drop
or click to upload a file

In some older browsers, PDFs will not preview.
As long as you upload them, they are there.

Shipping Address

Provide an address for us to ship your LEOSA ID to.

* Street address   Extended address

555 Willow Rd.   Apt 200

* City   * State   * Zip code

Dallas   [▾]   75001

E-Signature

E-Sign to continue.

E-Sign

Step 19:

Step 20: