

# Screenshots of Navy LEOSA Application Process

## Step 1:

The screenshot shows the Navy LEOSA application interface. A modal window titled "Instructions" is open, displaying "Application Guidelines". The background form is titled "Form: 926C-R" and shows a progress bar with steps 1 through 10. The current step is "Section 1: General". The "Instructions" modal contains the following text:

**Instructions**

### Application Guidelines

**Navigation:**  
You can navigate through the application's pages using the 'Next' and 'Previous' buttons. Doing so will save your progress. You can resume completing the application at a later time if you have to leave the website - your answers and uploads will still be there.

The 'Review' button will direct you to an overview page where you can look over all your answers, and view all of your uploaded files. If you are re-submitting an application after being asked to make changes, you can also see any comments that have been left for you by the reviewer. Fields with comments can be identified by the speech bubble icon next to them.

**Required Items:**

- Passport-style Photo
- Copy of Driver's License or state-issued ID
- SECNAV 5580/1
- Service documentation showing at least 10 years of LE service
  - 10 years of SF-50s for all 0083/1810/1811 applicants
  - LE Training Certificate if date is not annotated on DD FM 214
- FBI Identity History Summary

The background form shows a progress bar with steps: 1 General, 2 Category, 3 Type of Navy LE, 4 Reading Checklist, 5 Legal Checklist, 6 Photos, 7 State ID, 8 Service Documentation, 9 FBI Identity History Summary, 10 SECNAV 5580/1. The current step is "Section 1: General". The form fields include: \* Last Name (Doe), \* First Name (John), Middle Initial, Suffix, \* Date of Birth (11/01/2020), \* Social Security Number (000000000), \* Telephone (2024333605), \* State of Residence (District of Columbia), \* Residential Address (716 Sicard St SE), \* City (Washington Navy Yard), \* State (District of Columbia), \* Zip Code (20374), and \* Type of Navy Law Enforcement? (Regular).

## Step 2:

The screenshot shows the Navy LEOSA application interface. The form is titled "Form: 926C-R" and shows a progress bar with steps 1 through 10. The current step is "Section 1: General". The form fields are filled out as follows:

**Form: 926C-R**

Instructions Save Review

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

### Section 1: General

Personal Information

* Last Name	* First Name	Middle Initial	Suffix
Doe	John		
* Date of Birth	* Social Security Number	* Telephone	* State of Residence
11/01/2020	000000000	2024333605	District of Columbia
* Residential Address	* City	* State	* Zip Code
716 Sicard St SE	Washington Navy Yard	District of Columbia	20374
* Type of Navy Law Enforcement?			
Regular			

Previous Section 1 of Next

### Step 3:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

**Form: 926C-R** Instructions Save Review

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

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**Form: 926C-R** Instructions Save Review

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

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

**Form: 926C-R** Instructions Save Review

1 General 2 Category 3 Type of Navy LE 4 Reading Checklist 5 Legal Checklist 6 Photos 7 State ID 8 Service Documentation 9 FBI Identity History Summary 10 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 167

Yes  
 No

\* Have you read DoD Instruction 5525.15, Law Enforcement Standards and Training in the DoD, 29 Jun 187

Yes  
 No

\* Have you read SECNAV Instruction 5580.3, Department of the Navy Law Enforcement Officer Safety Program, 19 Jan 177

Yes  
 No

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## Step 6:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

**Form: 926C-R** Instructions Save Review

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

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## Step 7:

LEOSA - Navy [Home](#) [FAQ](#) [Submissions](#) [Account](#) [Forms](#) [Readings](#) [Sign Out](#)

\* 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 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

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## Step 8:

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\* 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 Drivers 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

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## Step 9:

LEOSA - Navy [Home](#) [FAQ](#) [Submissions](#) [Account](#) [Forms](#) [Readings](#) [Sign Out](#)

\* 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 PROVISIONS 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

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## Step 10:

LEOSA - Navy [Home](#) [FAQ](#) [Submissions](#) [Account](#) [Forms](#) [Readings](#) [Sign Out](#)

\* 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?

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## Step 11:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

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

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## Step 12:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

**Form: 926C-R** Instructions Save Review

1 General 2 Category 3 Type of Navy LE 4 Reading Checklist 5 Legal Checklist 6 Photos 7 State ID 8 Service Documentation 9 FBI Identity History Summary 10 SECURITY 5830.1

### 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:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

Form: 926C-R Instructions Save Review

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

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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.

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## Step 14:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

Form: 926C-R Instructions Save Review

1 General 2 Category 3 Type of Navy LE 4 Reading Checklist 5 Legal Checklist 6 Photos 7 State ID 8 Service Documentation 9 FBI Identity History Summary 10 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-50s 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

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## Step 15:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

Form: 926C-R Instructions Save Review

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

- 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)
- 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  
[https://www.fbi.gov/services/identity-history-summary](#)

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## Step 16:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

Form: 926C-R Instructions Save Review

1 General 2 Category 3 Type of Navy LT 4 Reading Checklist 5 Legal Checklist 6 Photos 7 State ID 8 Service Documentation 9 FBI Identity History Summary 10 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	
<input type="text" value="555 Willow Rd."/>	<input type="text" value="Apt 200"/>	
* City	* State	* Zip code
<input type="text" value="Dallas"/>	<input type="text" value=""/>	<input type="text" value="75001"/>

## E-Signature

E-Sign to continue.

[E-Sign](#)

## Step 19:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

Miscellaneous

Have any additional information to provide?

Signature

Provide an address

\* Street address  
716 Sicard St SE

\* City  
Washington Navy Yard

\* State  
District of Columbia

\* Zip code  
20374

E-Signature

E-Sign to continue.

E-sign

**Legal**

**1) Accuracy of Information** I hereby certify that, to the best of my knowledge and belief, all the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice.

**2) Privacy Disclosure** I authorize release of my personal information to Defense Consulting Services, LLC which is protected under the Privacy Act of 1974. I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and I am the person named above (requester) and I understand any falsification of this statement is punishable under the provisions of Title 18, U.S.C. Section 1001 by a fine of not more than \$10,000.00 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of Title 5, U.S.C. Section 552a(i)(3) by a fine of not more than \$5,000.00.

**PRINCIPAL PURPOSE(S)**: To obtain information for the purposes of validating the identity of the applicant and review of criminal history summary for the issuance of a Law Enforcement Officers Safety Act (LEOSA) Credential in accordance with DoDI 5525.12/Implementation of the Amended Law Enforcement Officers Safety Act of 2004, DoDI 5525.15/Law Enforcement (LE) Standards and Training in the DoD. Your PII and SPI is solicited solely for creating files and updating Department of Defense Information Systems.

Return to application Agree & Sign

## Step 20:

LEOSA - Navy Home FAQ Submissions Account Forms Readings Sign Out

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  
716 Sicard St SE

Extended address  
Apt 200

\* City  
Washington Navy Yard

\* State  
District of Columbia

\* Zip code  
20374

E-Signature

E-Sign to continue.

E-sign

Payment Information

**Amount:** \$165.00

Pay online or mail in a check

Card number MM / YY CVC

Pay by mail

Submit