



UNCLASSIFIED



LEOSA Application Process

The screenshot shows a mobile application interface for the USMC Law Enforcement Officer Safety Act (LEOSA). The background is a close-up of a Marine Corps uniform with a name tag and ribbons. The interface includes a navigation bar at the top with icons for 'Info', a Marine Corps emblem, a link icon, a help icon, and an email icon. The main content area features the LEOSA logo on the left and the text 'USMC LAW ENFORCEMENT OFFICER SAFETY ACT' on the right. Below this, there is a heading 'Marine Corps LEOSA Information and Registration' and a sub-heading 'Please make a selection from below to begin the LEOSA identification application process.' Two buttons are visible: '926C For Retired or Separated Law Enforcement Officers' and '926B For Remotely Located Active Duty Military Police'. At the bottom left, there is a small globe icon and the text 'Supported by Homeland Security Solutions, Inc.'

FINAL

Overall Classification of this brief is: **UNCLASSIFIED//FOUO**

UNCLASSIFIED



UNCLASSIFIED



926C Website Process: Step 1.

The screenshot shows the homepage of the USMC Law Enforcement Officer Safety Act (LEOSA) website. The background features a close-up of a Marine's uniform with a sergeant's rank insignia and a Marine Corps badge. The text on the page reads: "USMC LAW ENFORCEMENT OFFICER SAFETY ACT" and "Marine Corps LEOSA Information and Registration". Below this, it says "Please make a selection from below to begin the LEOSA identification application process." There are two buttons: "926C For Retired or Separated Law Enforcement Officers" and "926B For Remotely Located Active Duty Military Police". A white hand cursor is pointing at the 926C button, and a red arrow points from this cursor to a red-bordered box at the bottom of the slide.

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



UNCLASSIFIED Step 2





usmcleosa.com/RS%20index.html

9260

Welcome to the Marine Corps Law Enforcement Identification Card Application Process

For Retired or Separated Law Enforcement

The following information is provided to ensure the efficient processing of your application. To begin the application process read through each slide carefully and thoroughly. At the conclusion of the informative slides you'll be offered an opportunity to apply for a secure Marine Corps LEOSA account. **Don't neglect this step**, only application packages submitted from a secure Marine Corps LEOSA account will be considered.



➤ Click arrow to proceed to next page



UNCLASSIFIED Step 3



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Do You Qualify to Participate?

Retired and Separated Law Enforcement Officers (LEO)

To qualify for participation in the LEOSA an individual must be considered a Qualified Retired Law Enforcement Officer as defined by Section 926C of Title 18 U.S.C.

Department of Defense Instruction (DoDI) 5525.12 "Implementation of the Amended LEOSA" tasks the Service Chiefs with the authority to issue photographic law enforcement identification to qualified retired and separated law enforcement officers to support their participation in the LEOSA.

For the purposes of obtaining a **Marine Corps Law Enforcement identification card** a Qualified Retired Law Enforcement Officer is defined as an individual that meets the following criteria:



➤ Click arrow to proceed to next page



UNCLASSIFIED Step 4



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Qualified Retired Law Enforcement Officer Criteria 1

Separated in good standing from the Marine Corps as a Law Enforcement Officer.

Separated in Good Standing: Applicants that were separated from the Marine Corps with an Other than Honorable, Bad Conduct, or Dishonorable Discharge do not meet the requirement of separating in good standing.

Marine Corps civilian police officers involuntarily separated for cause on charges of misconduct or delinquency are considered not to have separated in good standing.

Law Enforcement Officer: For the purposes of the LEOSA Marines that were assigned Military Occupational Specialties 5803, 5811, 5805, and 5821 and Marine Corps civilian police officers assigned Job Series 0083, 1811, 1812 and 0025 are considered law enforcement officers.



➤ Click arrow to proceed to next page



UNCLASSIFIED Step 5



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Qualified Retired Law Enforcement Officer Criteria 2

Prior to 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.
referred to as Article 7 of the Uniform Code of Military Justice (UCMJ)

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A hand icon is pointing to a right-pointing arrow on the right side of the page content area. A red arrow points from this icon to a text box at the bottom of the slide.

➤ Click arrow to proceed to next page



UNCLASSIFIED Step 6



usmcleosa.com/RS%20index.html

Qualified Retired Law Enforcement Officer Criteria 3

Prior to separation, served as a law enforcement officer for an aggregate of 10 years or more.

- Separation due to service-connected disability, as determined by the Marine Corps may qualify as meeting the 10 year aggregate.
- Experience from another law enforcement agency (local, state, federal) may qualify for inclusion in the 10 year aggregate.
- The applicant is responsible for substantiating all law enforcement experience with appropriate documentation i.e. DD-214(Certificate of Release or discharge from Active Duty), SF-50 (Notification of Personnel Action), civilian employment records.

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➤ Click arrow to proceed to next page



UNCLASSIFIED Step 7



usmcleosa.com/R5%20index.html

Qualified Retired Law Enforcement Officer Criteria 4

Has not been officially found by a qualified medical professional employed by the DoD to be unqualified for reasons of mental health.

Nor has the applicant entered into an agreement with the Marine Corps acknowledging he or she is not qualified under section 926C of Title 18 U.S.C. for reasons relating to mental health.

This does not signify that retired or separated law enforcement officers are expected to undergo psychological evaluation prior to separation in order to qualify for issuance of photographic identification.

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➤ Click arrow to proceed to next page



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Step 8

A screenshot of a web browser displaying a page titled "Qualified Retired Law Enforcement Officer Criteria 5". The page content includes three paragraphs of text. A white hand icon is pointing to a right-pointing arrow on the right side of the page, with a red arrow pointing from the instruction box below to this arrow. The browser address bar shows "usmcleosa.com/RS%20index.html".

← → C usmcleosa.com/RS%20index.html ☆

Qualified Retired Law Enforcement Officer Criteria 5

Agrees that while armed, will not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

While carrying a concealed firearm under the provisions of the LEOSA the individual must be capable of exercising exceptional judgement.

Using alcohol or other intoxicating drugs or substances while carrying concealed is strictly forbidden and may result in the revocation of an individual's Marine Corps 926C law enforcement identification card.

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➤ Click arrow to proceed to next page



UNCLASSIFIED Step 9




usmcleosa.com/RS%20index.html

Applying for Marine Corps Law Enforcement Identification Card

Individuals that meet the definition of qualified retired/separated law enforcement officer are encouraged to apply for Marine Corps 926C Law Enforcement Identification.

Obtaining Marine Corps 926C Law Enforcement Identification is a 5 Step process.

The efficiency of the application process is heavily dependent upon your timely submission of accurately completed documentation.



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Navigation arrows and a hand cursor are visible on the right side of the slide.

➤ Click arrow to proceed to next page



UNCLASSIFIED Step 10



usmcleosa.com/RS%20index.html

Application Process

STEP 1 Request a Marine Corps LEOSA Account

Purpose:
The application process involves the sharing of personal identifiable information (PII) to ensure information is properly safeguarded we require applicants to apply for a secure account.

Details:
When you are ready to initiate the application process enter the requested information in the required fields and select submit. The HQMC LEOSA Program Manager will send you a notification that your information has been received along with login information for your account. Once your account has been established all application actions will occur via secure email with the HQMC LEOSA Program Management Team.

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➤ Click arrow to proceed to next page



UNCLASSIFIED Step 11



← → C usmcleosa.com/RS%20index.html ☆

Application Process

STEP 2

FBI Identity History Summary

Purpose:
To ensure applicants are not prohibited from possessing a firearm we require applicants to submit an "Identity History Summary" from the Federal Bureau of Investigations (FBI).

Details:
Identity History Summaries can be obtained from the FBI or an FBI approved channeler; costs are the responsibility of the applicant.

When completing your Identity History Summary request form enter the address provided below in the "Mail Results to Address". Only Identity History Summaries sent directly from the FBI or an approved channeler will be accepted.

**Attn: Marine Corps LEOSA Program Manager
2111 Eisenhower Ave, Suite 200, Alexandria, VA 22314**

An email notification from the Marine Corps LEOSA Program Management Team will be sent to you once the Identity History Summary is received.

Timely submission of Identity History Summary is the responsibility of the applicant, the Marine Corps LEOSA Program Management Team will not take action on the application until the Identity History Summary is received.

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➤ Click arrow to proceed to next page



UNCLASSIFIED Step 12



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Application Process

STEP 3

Complete the Marine Corps LEOSA Application Package

Purpose:
The purpose of the Marine Corps LEOSA application package is to validate an applicant's eligibility and collect information needed to produce the 926C law enforcement identification card.

Details:
The application package includes several forms to be completed and a list of supporting documentation to be provided by the applicant.

Forms:
Marine Corps LEOSA application form, Privacy Act Statement, DD Form 2760 and LEOSA 926C Certification of Eligibility

Supporting Documentation:
Copy of DD-214 (or) SF-50, passport type photograph, a sample of the applicants signature and a copy of the applicants retired military ID, driver's license or state issued ID card

Only completed application packages will be considered.

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➤ Click arrow to proceed to next page



UNCLASSIFIED Step 13




usmcleosa.com/RS%20index.html

Application Process

STEP 4

Marine Corps LEOSA Application Package Submission



Purpose:
Package submission provides the Marine Corps LEOSA Program Manager with the information needed to process your request.

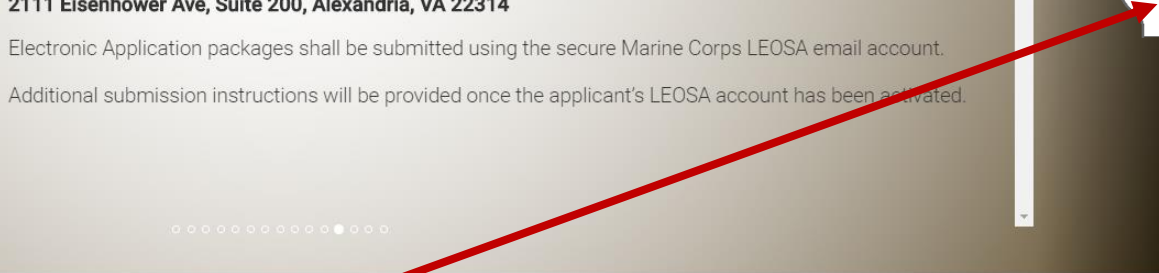

Details:
Ensure each form is completed in its entirety and all substantiating personal documents have been obtained prior to submission. Applicants may submit application packages in hardcopy or electronic format.

Hardcopy applications packages shall be mailed to:

Marine Corps LEOSA Program Manager
2111 Eisenhower Ave, Suite 200, Alexandria, VA 22314

Electronic Application packages shall be submitted using the secure Marine Corps LEOSA email account.

Additional submission instructions will be provided once the applicant's LEOSA account has been activated.



➤ Click arrow to proceed to next page



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Step 14




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Application Process



STEP 5

Review, Approval, and Issuance



Purpose:
The Marine Corps LEOSA Program Manager provides a recommendation on an applicant's eligibility to receive Marine Corps 926C law enforcement identification. Approval authority resides with the Commandant of the Marine Corps, or his designee.

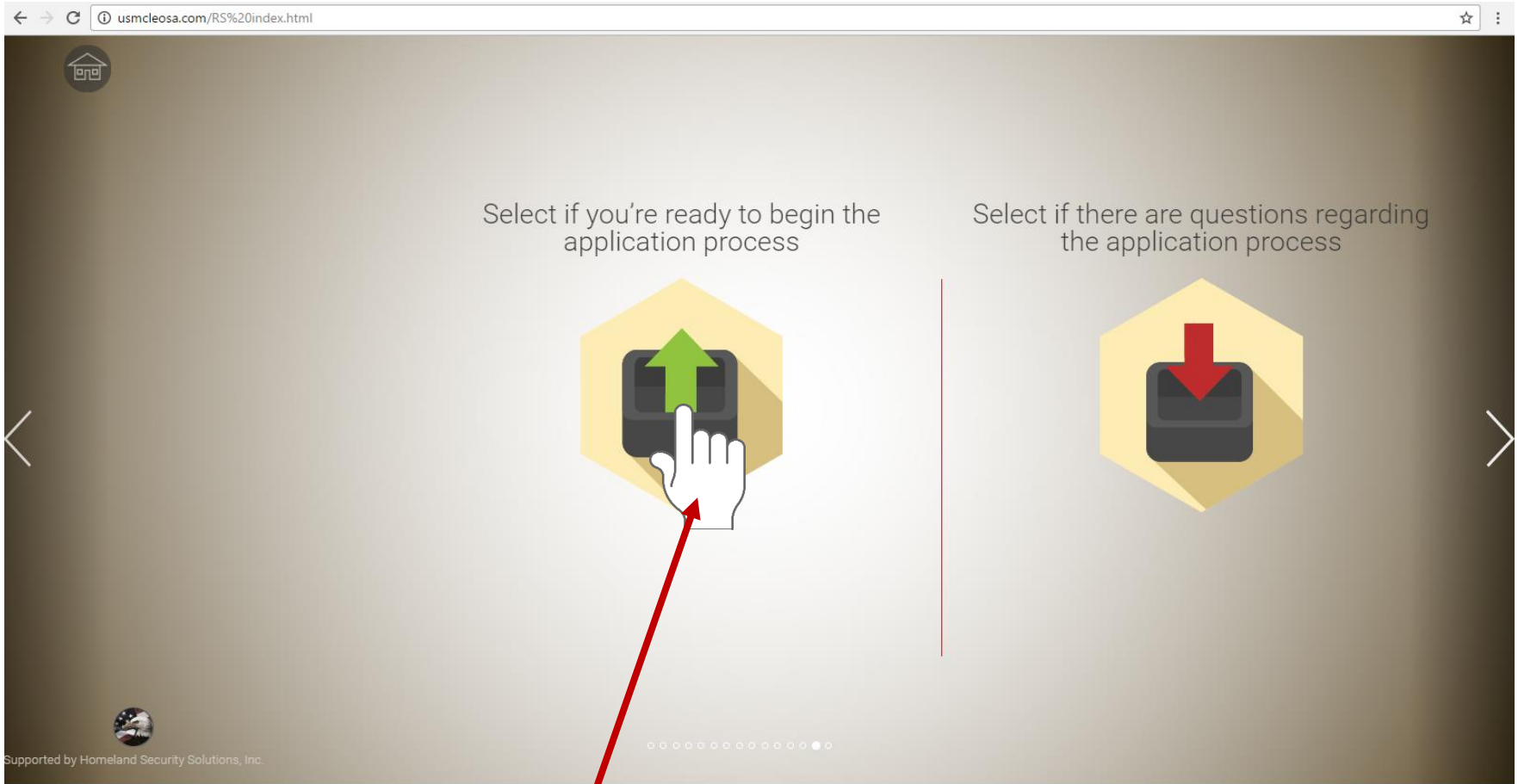
Details:
Application packages are submitted for decision on the last day of each month.
Applicants will be notified via secure email once a decision has been made.
Approved applicants will receive their law enforcement identification card within 3-weeks of the notification email.



➤ Click arrow to proceed to next page



UNCLASSIFIED Step 15



➤ Click button to begin application process



UNCLASSIFIED Step 16



Request LEOSA Application

Enter and submit your information. Once complete proceed through the proper application process described in steps 2- 5.

* required fields

Your Full Name*:

Email Address*:

Phone Number*:

Message:

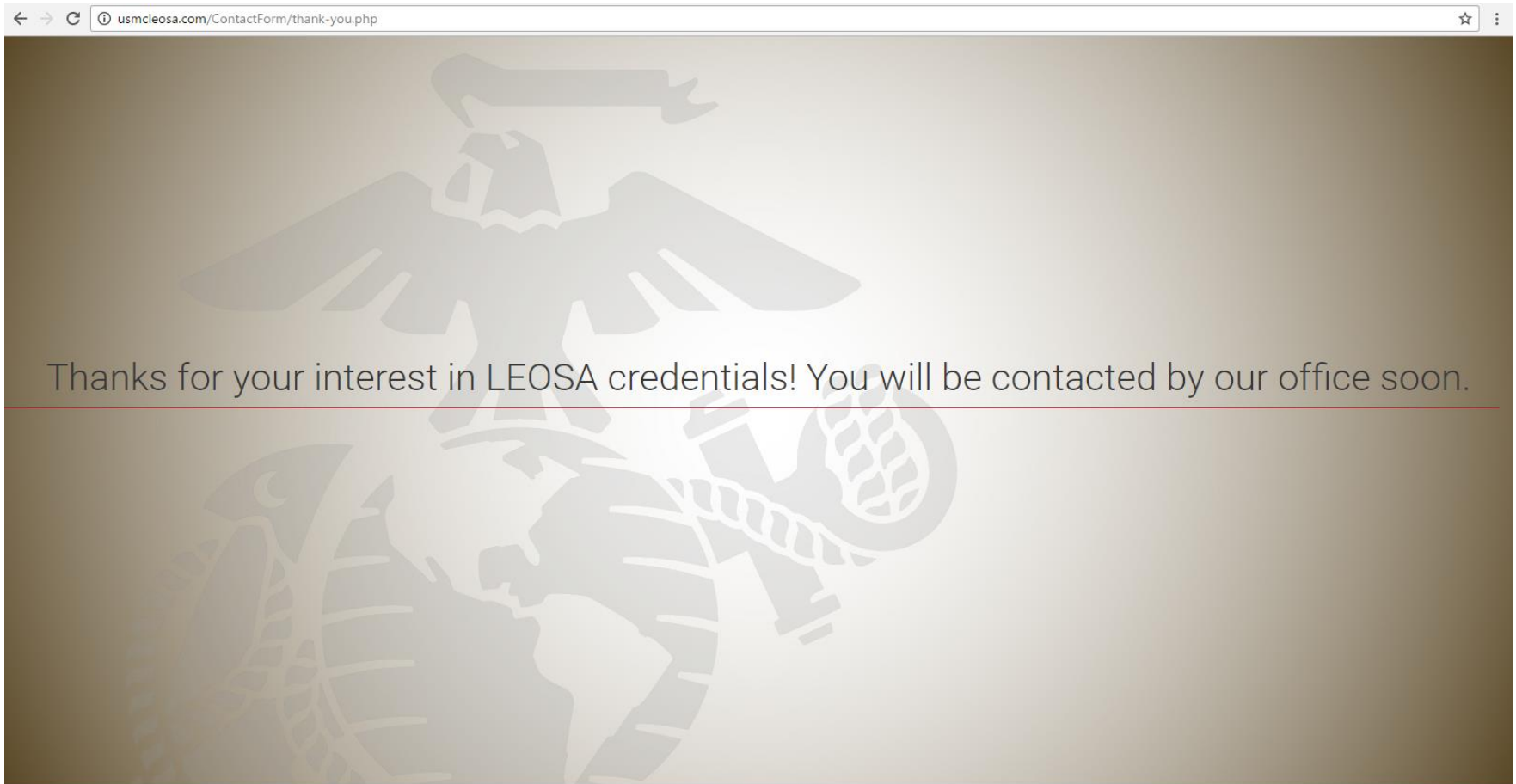
Fill in requested fields

- Click **“Submit”** button after filling in requested information to proceed to next page



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Final online page



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



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Application Process: Step 1

Secure message from Meghan Cameron using Homeland Security Solutions, Inc. Secure Email

Meghan Cameron 926c@homelandsecurityinc.com via appriver.com 10:50 AM (2 minutes ago)

Homeland Security Solutions, Inc. Secure Email

Follow the secure link below to register with **Homeland Security Solutions, Inc. Secure Email**.

<https://webapps.securepem.com/homelandsecurityinc/?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0>

Message from Meghan Cameron:

To ensure the confidentiality of your information and to comply with National and International privacy and confidentiality regulations, please register with our Secure Mail so that we can securely exchange email messages and file attachments. It uses the same security technologies as Internet banking and ensures that confidential information is only seen by intended recipients.

Please keep this notification message for future access.

1. Clicking on the link above is safe and will open a browser window where a registration form will appear.
2. Enter the required information such as your email address (the email address where you received this notification message).
3. Choose a UNIQUE password. This password is not linked to any other passwords you may have with other email programs.
4. The next time you receive a new secure message, it will contain a link to access the login page of the Secure Webmail.

We observe the highest standards in email security because we value our relationship and respect that confidential information must be protected. Please contact us if you have any questions.

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



UNCLASSIFIED Step 2



← → C <https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0> ☆

Homeland Security Solutions, Inc. Protection Through Privacy and Technology SECURE EMAIL

1 Register 2 Security validation 3 Secure login

i **Homeland Security Solutions, Inc. Secure Email is by invitation only!**
If you received a secure email inviting you to join Homeland Security Solutions, Inc. Secure Email, please complete the form to finalize your registration. Upon completion, you will automatically be signed in to Homeland Security Solutions, Inc. Secure Email where you can read and reply to your secure messages.

! Once you register, you will receive your activation code via basic email. Please check your basic email inbox and follow instructions contained in the message.
Make sure you check your junk or spam folders. Some email providers falsely identify these messages as spam.
NOTE: If you do not receive the message within 5 minutes, please contact your administrator.

joe.marine@gmail.com

First name

Last name

Password

Confirm password

Register

← Back to login screen

POWERED BY

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



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Step 3



← → C <https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0> ☆

Homeland Security Solutions, Inc. Protection Through Training and Technology SECURE EMAIL

1 Register 2 Security validation 3 Secure login

Homeland Security Solutions, Inc. Secure Email is by invitation only!

If you received a secure email inviting you to join Homeland Security Solutions, Inc. Secure Email, please complete the form to finalize your registration. Upon completion, you will automatically be signed in to Homeland Security Solutions, Inc. Secure Email where you can read and reply to your secure messages.

Once you register, you will receive your activation code via basic email. Please check your basic email inbox and follow instructions contained in the message.

Make sure you check your junk or spam folders. Some email providers falsely identify these messages as spam.

NOTE: If you do not receive the message within 5 minutes, please contact your administrator.

joe.marine@gmail.com

Joe

Marine

.....

.....|

Register

← Back to login

Fill in requested fields

POWERED BY

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



UNCLASSIFIED Step 4



https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0

Homeland Security Solutions, Inc. SECURE EMAIL Joe Marine (Guest User)

Secure message from Meghan Cameron using Homeland Security Solutions, Inc. Secure Email

Meghan Cameron Mon Jan 09 2017, 10:50AM
TO: Joe Marine

Reply Reply All Forward

To ensure the confidentiality of your information and to comply with National and International privacy and confidentiality regulations, please register with our Secure Mail so that we can securely exchange email messages and file attachments. It uses the same security technologies as Internet banking and ensures that confidential information is only seen by intended recipients. Please keep this notification message for future access.

1. Clicking on the link above is safe and will open a browser window where a registration form will appear.
2. Enter the required information such as your email address (the email address where you received this notification message).
3. Choose a UNIQUE password. This password is not linked to any other passwords you may have with other email programs.
4. The next time you receive a new secure message, it will contain a link to access the login page of the Secure Webmail.

We observe the highest standards in email security because we value our relationship and respect that confidential information must be protected. Please contact us if you have any questions.

DELIVERY SLIP
Homeland Security Solutions, Inc. Secure Email
ltohiggins@gmail.com
Guest User
Secure Message
OVERVIEW
Subject: Secure message from Meghan Cameron using Homeland Security Solutions, Inc. Secure Email
2 Participants
FR: Meghan Cameron
TO: Joe Marine
SECURITY POLICIES
SECURE FILES
E-SIGNATURE DOCUMENTS
E-DISCOVERY & TRACKING

POWERED BY **appriver**

➤ Applicant will receive the above message in their secure inbox



UNCLASSIFIED Step 5



https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a0a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0

Homeland Security Solutions, Inc. PROTECTION THROUGH TRAINING AND TECHNOLOGY

SECURE EMAIL

Joe Marine (Guest User)

DELIVERY SLIP

Homeland Security Solutions, Inc. Secure Email
lthiggins@gmail.com
Guest User

ON Secure Message

OVERVIEW

Subject: LEOSA 926C Instructions

2 Participants

FR: Meghan Cameron

TO: Joe Marine

SECURITY POLICIES

SECURE FILES

E-SIGNATURE DOCUMENTS

E-DISCOVERY & TRACKING

THIS MORNING

Meghan C
LEOSA 926C Instructions
11:17AM

Homeland Security Solutions, Inc. S
Unique Features you won't find in Basic Email
10:50AM

LEOSA 926C Instructions

Meghan Cameron
TO: Joe Marine
Mon Jan 09 2017, 11:17AM

Reply Reply All Forward

LEOSA_FORM_VERSION_VII.pdf
1.88 MB

Certificate of Eligibility __ Endorsement...
1.31 MB

Attachment: LEOSA 926C INTS...
26.33 KB

Welcome to the Marine Corps Law Enforcement Officers Safety Act (LEOSA) Application process. By establishing this account you'll be able to communicate with the Marine Corps' LEOSA project management team as we guide you through the remainder of the 926C identification card application process.

Before we begin, the account that you have established is specifically designed to support qualified retired or separated Marine Corps Military Police (MP) and civilian police officers. If you are currently an active duty MP or civilian police officer assigned to a Provost Marshal Office, Marine Corps Police Department or Law Enforcement Battalion please refer to your chain of command for credentialing support. If you are an active duty MP or civilian police officer currently not assigned to an MP unit/command please let us know so we can direct you to the appropriate application area.

Application Requirements: Prior to issuing a LEOSA 926C identification card we must validate that the applicant meets the Title 18 U.S.C. Section 926C definition of qualified retired/separated law enforcement officer. To accomplish this you'll be required to complete several forms, as well as provide personal documents to validate your identity, criminal history, and law enforcement experience. All required application forms are included in Attachment 1 "926C Application" and Attachment 2 "926C Certificate of Eligibility." Attachment 3 "926C Application Instructions" provides clarifying guidance on the remaining application requirements.

Submission. To ensure prompt, efficient service we encourage applicants to complete application packages electronically and submit them via the secure Marine Corps LEOSA email account that

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appriver

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



Step 6 LEOISA Application

Completely fill in requested fields

MCO 5580.4

DEPARTMENT OF THE NAVY (DoN) LAW ENFORCEMENT OFFICERS SAFETY ACT (LEOSA) CREDENTIAL APPLICATION		OMB No. _____				
USN: <input type="checkbox"/> Active <input type="checkbox"/> Retired/Separated		USMC: <input type="checkbox"/> Active <input type="checkbox"/> Retired/Separated				
PRIVACY ACT STATEMENT						
<small>AUTHORITY: 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 504 Headquarters, Marine Corps function, composition; 18 U.S.C. 822 Unlawful Acts; 18 U.S.C. 828B and 828C Carrying of concealed firearms by qualified retired law enforcement officers; DoD Instruction 5525.12 Implementation of the Law Enforcement Officers Safety Act of 2004 (LEOSA); and E.O. 9327 (56N), as amended. SCRN NM00000-2</small>						
<small>PURPOSE: To determine eligibility of requesters and process applications for DoN law-enforcement credentials. The applicant's Social Security Number is solicited solely for the purpose of verifying identity.</small>						
<small>ROUTINE USE(S): Information will be disclosed to law enforcement authorities and administrative support staff assigned to the issuing agency with a need to know in order to verify Title 18, Section 828B and 828C eligibility requirements and process applications. Additionally, the answers and any information resulting therefrom may be disclosed for use in a criminal or administrative proceeding if the applicant knowingly and willfully provided false statements or information.</small>						
<small>DISCLOSURE: Voluntary. However, applicants that fail to provide the requested information will be denied issuance of DoN law-enforcement credentials.</small>						
<small>AGENCY DISCLOSURE NOTICE: The public reporting burden for this collection of information is estimated to average [insert the time in minutes or in hours, as appropriate] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Service Directorate, Directives Division, 4600 Mark Center Drive, East Tower, Suite 0206, Alexandria, VA 22304-3100 [insert OMB Control Number]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>						
<small>PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS. Responses should be sent to: _____</small>						
A. PERSONAL INFORMATION						
1. Last Name	2. First Name	3. M.I.	4. SSN#			
5. Phone (H)		6. Phone (W)				
7. Phone (M)						
9. Have you applied for DoN LEOISA Credential previously? <input type="checkbox"/> YES <input type="checkbox"/> NO		10. If Yes, was your request approved? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, state reason for re-applying: _____				
Residence						
11. Street Address	12. City	13. State/Province	14. Postal Code			
15. Country Code						
Mailing Address (if same as residence address, click box. <input type="checkbox"/> If different than residence address, complete blocks 16-20)						
16. Street Address	17. City	18. State/Province	19. Postal Code			
20. Country Code						
21. DoN Military Police Officer <input type="checkbox"/> YES <input type="checkbox"/> NO	22. Status	23. MOB	24. Years of Service			
25. Discharge Code	26. Date of Discharge					
27. DoN Civilian Police Officer <input type="checkbox"/> YES <input type="checkbox"/> NO	28. Status	29. Job Series	30. Years of Service			
31. Nature of Termination of Employment						
32. Credential Type Requested?	33. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	34. Have you been found by a qualified medical professional to be unqualified for reasons related to mental health? <input type="checkbox"/> YES <input type="checkbox"/> NO				
35. Misdemeanor Domestic Violence conviction? <input type="checkbox"/> YES <input type="checkbox"/> NO	36. Felony conviction (any)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<small>Note: Complete Section B if desiring to apply law enforcement experience from agencies not affiliated with the DoN to meet Title 18 requirements.</small>						
B. NON DOB AFFILIATED LAW ENFORCEMENT EXPERIENCE						
	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 Employment	a. From Date	b. To Date	c. From Date	d. To Date	e. From Date	f. To Date
7. Position/Job Title	a.	b.	c.			
8. Reason for Leaving	a.	b.	c.			
C. SIGN AND DATE						
Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being issued DoN law enforcement credentials. I also provide consent for former employers to be contacted regarding the law enforcement experience listed above for verification of eligibility to receive DoN law enforcement credentials.			Signature	Date		

SECNAV 5580/1 (JAN 2017) FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE Page of _____

Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties



UNCLASSIFIED Step 7



The screenshot shows a web browser window displaying a secure email interface. The address bar shows the URL: <https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0>. The page title is "SECURE EMAIL". The user is identified as "Joe Marine (Guest User)".

The email is titled "LEOSA 926C Instructions" and is from Meghan Cameron, dated Mon Jan 09 2017, 11:17AM. The subject is "LEOSA 926C Instructions". The email content includes a welcome message and instructions for the LEOSA 926C identification card application process. It mentions that the account is specifically designed for qualified retired or separated Marine Corps Military Police (MP) and civilian police officers. It also lists application requirements and submission instructions.

The email attachments are:

- LEOSA_FORM_VERSION_VII.pdf (1.88 MB)
- Certificate of Eligibility _ Endorsement... (1.31 MB)
- Attachement 3(LEOSA 926C INTS... (26.33 KB)

A red arrow points to the "Certificate of Eligibility _ Endorsement..." attachment, indicating that it should be clicked.

➤ 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 provided. Active law enforcement officers (LEO) items (1-5) and signature block. Retired/Separated LEO items (1-4) and signature block.

1. I understand/acknowledge that to participate in the LEOSA I must 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 issued LEOSA credential.

Initial

2. I understand/acknowledge that while carrying a concealed firearm under the LEOSA 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 authority of LEOSA:

- 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 arrest/apprehend and/or effect the arrest/apprehension of any person.

Initial

3. 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 safe or container.

4. 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 provisions of LEOSA.
- 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.

Initial

5. 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 accordance with agency policy.
- d. I am required to comply with all regulations governing the storage of privately owned firearms aboard DoD installations.

Initial

6. **Acknowledgement.** I hereby certify that I understand the aforementioned provisions governing my participation in the LEOSA under the sponsorship of the issuing agency and that failure to maintain compliance with these provisions may result in the revocation of my agency issued LEOSA credentials.

Print Name Signature Date

FOR OFFICIAL USE ONLY Page of



UNCLASSIFIED Step 9



The screenshot shows a web browser window displaying a secure email interface. The address bar shows the URL: <https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0>. The interface includes a left sidebar with navigation options like 'New', 'Inbox (0)', 'Sent', 'Drafts', 'Archive', 'Trash', 'INSTALL APPS', and 'HELP'. The main content area shows an email titled 'LEOSA 926C Instructions' from Meghan Cameron to Joe Marine, dated Mon Jan 09 2017, 11:17AM. The email body contains text about the LEOSA 926C Application process and lists application requirements. A red arrow points to a checklist attachment titled 'Attachment 3(LEOSA 926C INTS...' (6.33 KB). The right sidebar shows a 'DELIVERY SLIP' and 'OVERVIEW' section with details about the email and participants.

➤ 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 Application.....PAGE 2
- LEOSA Certificate of Eligibility.....PAGE 2
- DD Form 2760 Qualification to Possess Firearms or Ammunition.....PAGE 2
- DD-214 member copy 4 (retired/separated MP only).....PAGE 3
- SF-50 Proof of Employment (retired/separated civilian police only).....PAGE 4
- Federal Bureau of Investigation (FBI) Identity History Summary.....PAGE 5
- Copy of ONE OF THE FOLLOWING:
 - > Retired Military Identification Card
 - > State Driver's License
 - > State Issued Identification Card
- Passport Type Photograph.....PAGE 6
- Signature Sample.....PAGE 6

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 AMMUNITION:

Refer to the fillable PDF website at <http://www.cnrc.navy.mil/content/dam/cnrc/cnrcsw/NBVC/pdfs/about/10%20DD2760form.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 card.

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 information.
- > 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 Center (NPRC).

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

- 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.

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 delivery 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/cjis/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:

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 NOT use an FBI approved channeler in lieu of the FBI CJIC Division to obtain their Identity History Summary per FBI CJIS policy channelers 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 along 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 "sharpie" 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.			

- 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



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Step 11 Package Submission

The screenshot displays a secure email interface. The main content area shows an email from Joe Marine with the following text:

Good morning,
Attached are my completed application and supporting documents. FBI Identity History Summary is submitted through the mail.
Joe Marine |

Below the text is a section titled "Secure files" containing a table of attachments:

File Name	Size
Joe Marine Photograph and signat...	11.7 KB
Joe Marine copy of state issued lic...	11.7 KB
Certificate of Eligibility _ Endorseme...	1.31 MB
Joe Marine DD 214 Example.docx	11.7 KB
LEOSA_FORM_VERSION_VII.pdf	1.88 MB
Attachement 3(LEOSA 926C INTS...	26.33 KB

At the bottom of the email, the following metadata is visible:

From: 926c@homelandsecurityinc.com
Sent: Jan 09 2017, 11:17AM
TO: ltohiggins@gmail.com
Subject: LEOSA 926C Instructions

On the right side of the interface, there is a "DELIVERY SLIP" section with a "Secure Message" toggle and a list of the same attachments shown in the "Secure files" section.

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



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Step 12 Receipt of Package

The screenshot displays a secure email interface. The main content area shows an email titled "RE: LEOSA 926C Instructions" from Meghan Cameron to Joe Marine, dated Monday, January 9, 2017, at 11:41 AM. The email body contains the following text:

Sir/Ma'am,
We have received your LEOSA 926C application package. Your application is being processed at Headquarters Marine Corps (HQMC) and you will receive notification of application status in a future email. Thank you
LEOSA Project Manager

Below this is a red arrow pointing to the "From" field of a subsequent email entry in the inbox list, which reads: "From: 926c@homelandsecurityinc.com".

The interface also includes a left sidebar with navigation options like "Inbox (0)", "Sent", "Drafts", "Archive", "Trash", and "INSTALL APPS". A right sidebar shows a "DELIVERY SLIP" for the email, including the sender's name "Homeland Security Solutions, Inc. Secure Email" and a "Secure Message" toggle.

➤ Applicant will receive receipt of package in their secure inbox



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Step 13 Status Notification



The screenshot displays a secure email interface for Joe Marine (Guest User). The main content area shows an email titled "RE: LEOSA 926C Instructions" from Meghan Cameron, dated Monday, January 9, 2017, at 11:48 AM. The email body contains the following text:

Sir/Ma'am,
Your LEOSA 926C application package has been approved by Headquarters Marine Corps (HQMC). Your LEOSA 926C Identification card will be shipped via registered mail requiring signature to the address provided on your submitted application.
Thank you,
LEOSA Project Manager

Below this is a red arrow pointing to the text "LEOSA Project Manager".

Below the main email body is a "From:" header for 926c@homelandsecurityinc.com, dated Jan 09 2017, 11:17 AM, with the subject "LEOSA 926C Instructions".

At the bottom of the email body, it says: "Welcome to the Marine Corps Law Enforcement Officers Safety Act (LEOSA) Application process. By establishing this account you will be able to communicate with the Marine Corps' LEOSA project manager."

The interface includes a left sidebar with navigation options like "Inbox (0)", "Sent", "Drafts", "Archive", "Trash", "INSTALL APPS", and "HELP". A right sidebar shows a "DELIVERY SLIP" and "OVERVIEW" section with details about the email's participants and security policies.

- 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



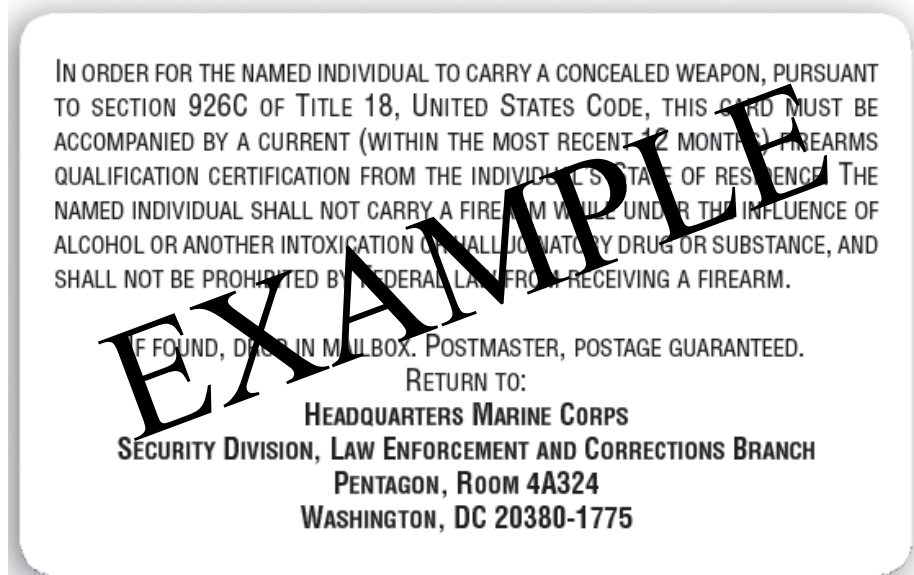
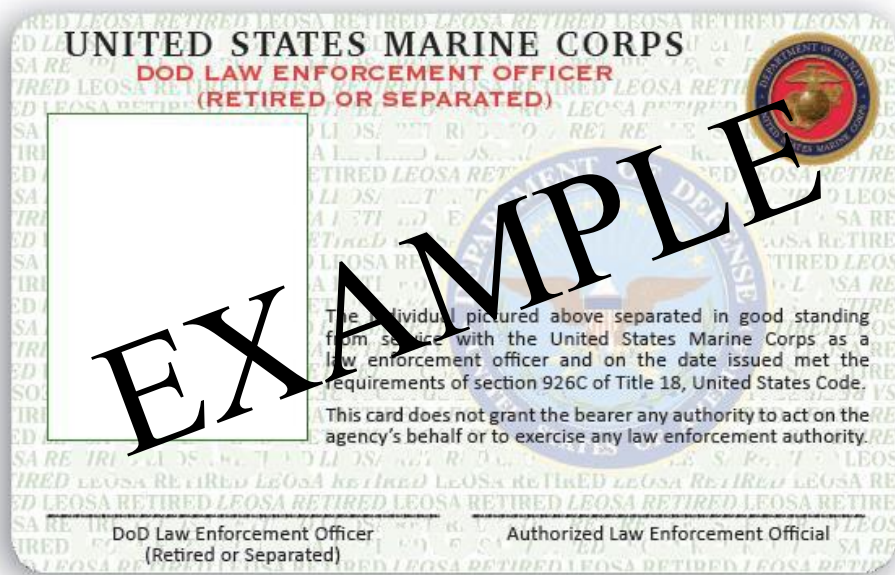
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Example 926C Credential



Front

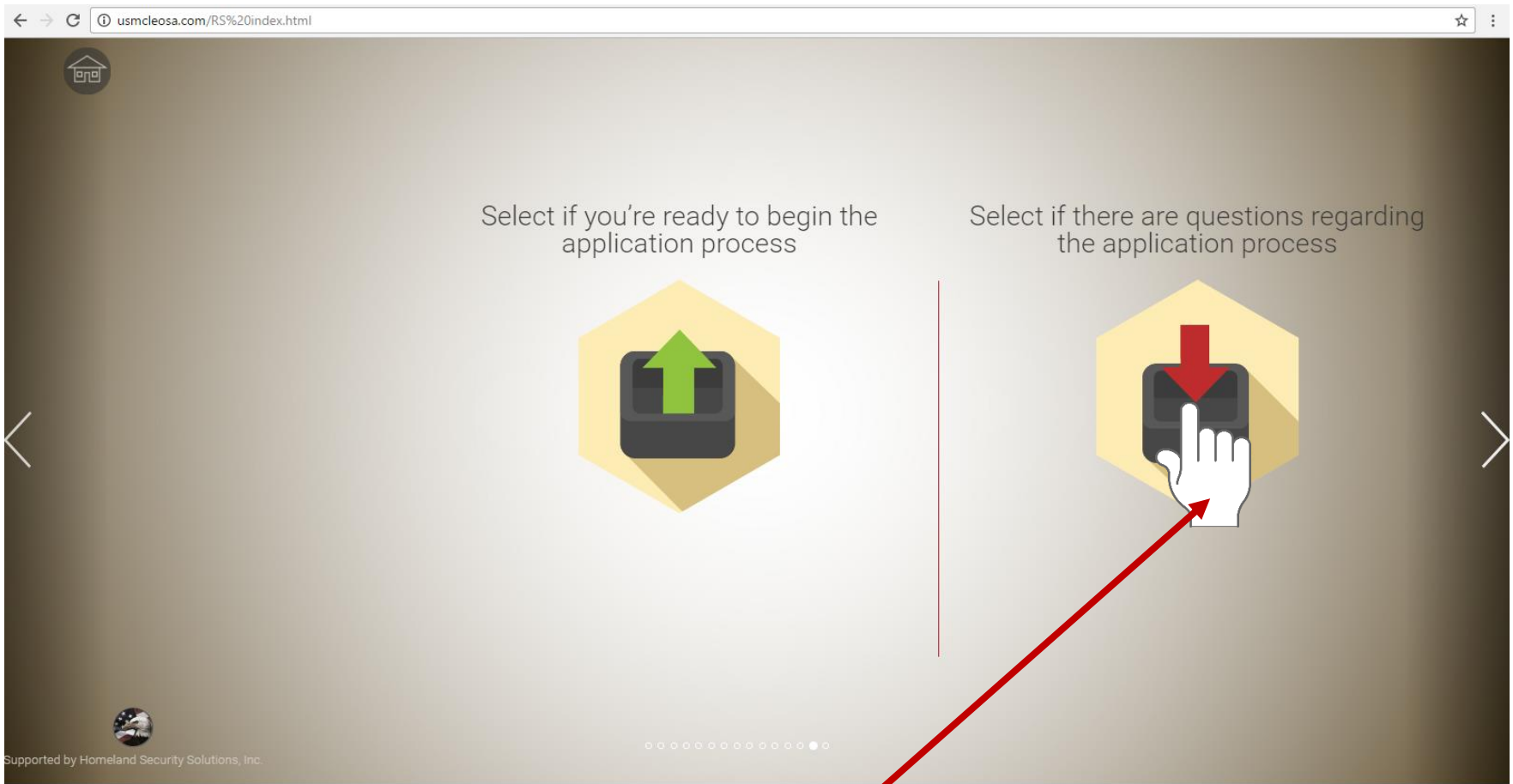
Back





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Application Process Questions



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



UNCLASSIFIED Step 1



← → ↻ usmcleosa.com/info%20index.php#contact ☆ ⋮

🏠 ⬆️ 🇺🇸 🔗 ❓ ✉️

Program Contact

If you have general comments or questions regarding the Marine Corps and LEOSA please feel free to contact us by completing the form below. We will respond to you as rapidly as possible.


**If you are currently participating in the application process please forward all questions/ comments through your LEOSA secure email account.*

*Required Fields

Your Full Name*:

Email Address*:

Message:

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

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



UNCLASSIFIED Step 2



usmcleosa.com/info%20index.php#contact

Program Contact

If you have general comments or questions regarding the Marine Corps and LEOSA please feel free to contact us by completing the form below. We will respond to you as rapidly as possible.


**If you are currently participating in the application process please forward all questions/ comments through your LEOSA secure email account.*

Required fields

Your Full Name*:

Email Address*:

Message:

I'm not a robot 

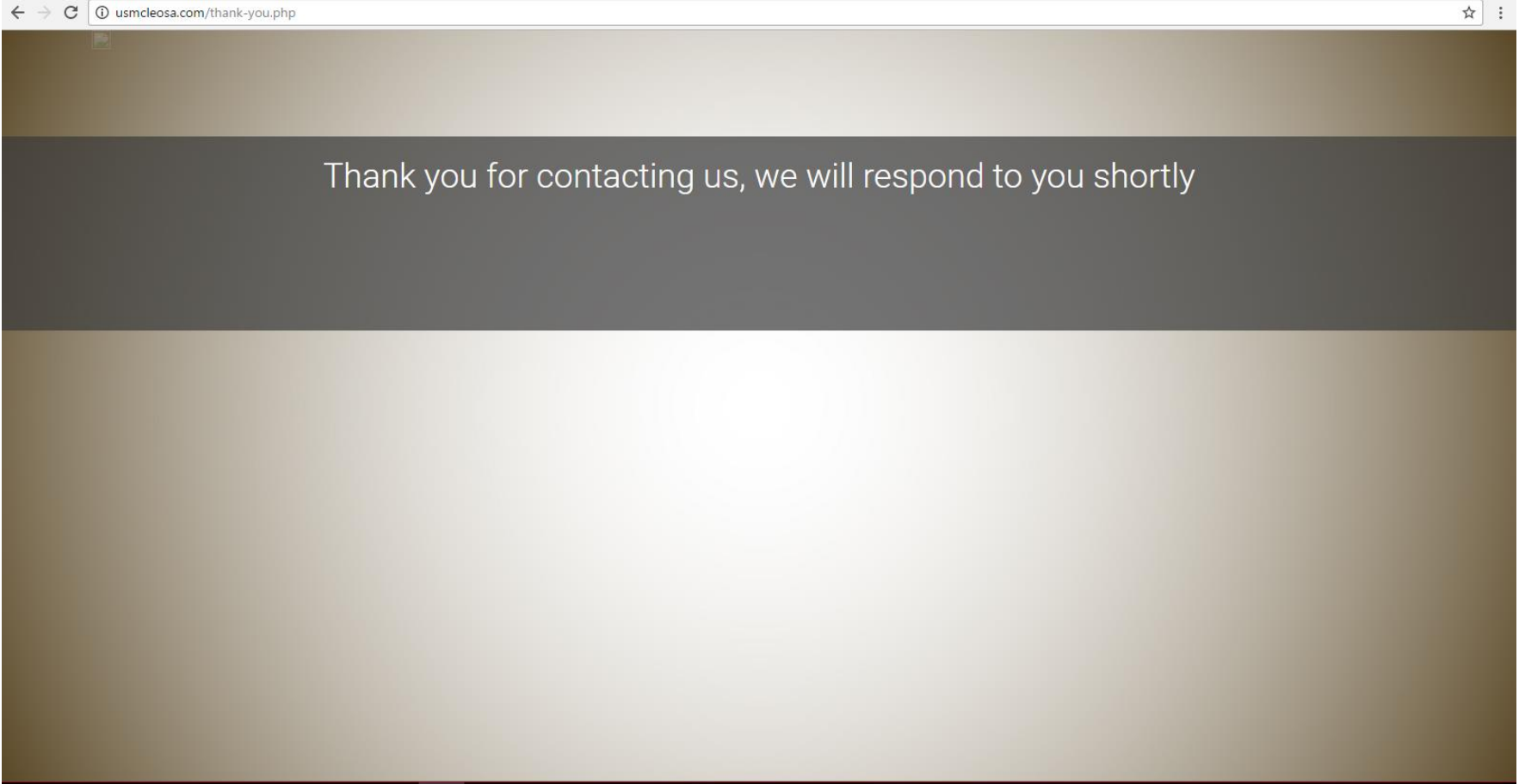
Fill in requested fields

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



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Final online page



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



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Application Question: Step 1

The screenshot shows a Gmail interface with a secure email from Meghan Cameron. The email subject is "Homeland Security Solutions, Inc. Secure Email". The body of the email contains the following text:

Follow the secure link below to register with **Homeland Security Solutions, Inc. Secure Email**.

<https://webapps.securepem.com/homelandsecurityinc/?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0>

Message from Meghan Cameron:

To ensure the confidentiality of your information and to comply with National and International privacy and confidentiality regulations, please register with our Secure Mail so that we can securely exchange email messages and file attachments. It uses the same security technologies as Internet banking and ensures that confidential information is only seen by intended recipients.

Please keep this notification message for future access.

1. Clicking on the link above is safe and will open a browser window where a registration form will appear.
2. Enter the required information such as your email address (the email address where you received this notification message).
3. Choose a UNIQUE password. This password is not linked to any other passwords you may have with other email programs.
4. The next time you receive a new secure message, it will contain a link to access the login page of the Secure Webmail.

We observe the highest standards in email security because we value our relationship and respect that confidential information must be protected. Please contact us if you have any questions.

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



UNCLASSIFIED Step 2



← → C <https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0> ☆

Homeland Security Solutions, Inc. Protection Through Privacy and Technology SECURE EMAIL

1 Register 2 Security validation 3 Secure login

i **Homeland Security Solutions, Inc. Secure Email is by invitation only!**
If you received a secure email inviting you to join Homeland Security Solutions, Inc. Secure Email, please complete the form to finalize your registration. Upon completion, you will automatically be signed in to Homeland Security Solutions, Inc. Secure Email where you can read and reply to your secure messages.

w Once you register, you will receive your activation code via basic email. Please check your basic email inbox and follow instructions contained in the message.
Make sure you check your junk or spam folders. Some email providers falsely identify these messages as spam.
NOTE: If you do not receive the message within 5 minutes, please contact your administrator.

joe.marine@gmail.com
First name
Last name
Password
Confirm password

Register
← Back to login screen

POWERED BY

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



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Step 3



← → C <https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0> ☆

Homeland Security Solutions, Inc. Protection Through Training and Technology SECURE EMAIL

1 Register 2 Security validation 3 Secure login

Homeland Security Solutions, Inc. Secure Email is by invitation only!

If you received a secure email inviting you to join Homeland Security Solutions, Inc. Secure Email, please complete the form to finalize your registration. Upon completion, you will automatically be signed in to Homeland Security Solutions, Inc. Secure Email where you can read and reply to your secure messages.

Once you register, you will receive your activation code via basic email. Please check your basic email inbox and follow instructions contained in the message.

Make sure you check your junk or spam folders. Some email providers falsely identify these messages as spam.

NOTE: If you do not receive the message within 5 minutes, please contact your administrator.

joe.marine@gmail.com

Joe

Marine

.....

.....|

Register

← Back to login

Fill in requested fields

POWERED BY

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



UNCLASSIFIED Step 4



The screenshot displays a web-based secure email interface. The browser address bar shows a URL from `https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0`. The interface includes a navigation sidebar on the left with options like 'New', 'Inbox (2)', 'Sent', 'Drafts', 'Archive', and 'Trash'. The main content area shows a message titled 'Secure message from Meghan Cameron using Homeland Security Solutions, Inc. Secure Email' received on Monday, January 9, 2017, at 10:50 AM. The message body contains a registration notice and a numbered list of steps for setting up secure email. A red arrow points from the bottom of the screen to the message title in the inbox list, and another red arrow points from the same bottom area to the registration instructions in the message body. The right sidebar contains a 'DELIVERY SLIP' and an 'OVERVIEW' section with details about the message and participants.

➤ Applicant will receive the above message in their secure inbox



UNCLASSIFIED Step 5



https://webapps.securepem.com/homelandsecurityinc?ik=048306b27a684a60a4112a629adbebe4&mg=8525925d-9288-4a52-bf4e-320d06f381b0

SECURE EMAIL

Joe Marine (Guest User)

RE: LEOSA 926C Instructions

Meghan Cameron
TO: Joe Marine
Mon Jan 09 2017, 12:02PM

Reply Reply All Forward

Sir/Ma'am,

For all requirements and qualifications for LEOSA 926C, please refer to the LEOSA Marine Corps Order using the link provided: <http://www.marines.mil/Portals/59/MCO%205580.4.pdf>.

Thank you,
LEOSA Project Manager

DELIVERY SLIP

Homeland Security Solutions, Inc. Secure Email
ltohiggins@gmail.com
Guest User

Secure Message

OVERVIEW

Subject: RE: LEOSA 926C Instructions

2 Participants

FR: Meghan Cameron

TO: Joe Marine

SECURITY POLICIES

SECURE FILES

E-SIGNATURE DOCUMENTS

E-DISCOVERY & TRACKING

POWERED BY **appriver**

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