



Peace Officer Licensing RECIPROCITY Examination Application

Please read the data practices advisory and consent waiver on the last page of this application. Along with your application submit a non-refundable examination fee of \$105.00. You will be notified by email when your application is approved.

APPLICATION TYPE

Initial Peace Officer Licensing Reciprocity Examination Application (check this box “yes” if this is your first time taking this examination)	Yes:	No:
Retake Peace Officer Licensing Reciprocity Examination Application (check this box “yes” if this is your second or third time taking this examination)	Yes:	No:
Retake Peace Officer Licensing Reciprocity Examination Application requiring a remedial plan (check this box “yes” if this is your fourth time taking this examination that requires a remedial plan)	Yes:	No:
Reinstatement Peace Officer Licensing Reciprocity Examination Application (check this box “yes” if you previously passed this examination and your eligibility to be licensed has expired) Check this box if this is a retake:	Yes:	No:

PERSONAL DATA

Applicant’s Name – (Last – First – Middle)		Date of Birth:
Address:		
City:	State:	Zip Code:
Social Security Number:	Email Address:	
Contact Number:	Gender: Male Female	

PREVIOUS EXAMINATION INFORMATION (If applicable)

Date Taken: _____
Date Taken: _____
Date Taken: _____

LAW ENFORCEMENT EXPERIENCE (Check all that apply)

1. Have you been employed as a certified or licensed law enforcement officer within the past six years (for any period of time) in a full-time or part-time position? **Yes:** **No:**
NOTE: If you answer "No" to this question you are not eligible for reciprocity in Minnesota.

2. Have you worked at least three years as a certified or licensed law enforcement officer since successful completion of basic police training **AND** do you have a post-secondary degree from a regionally accredited institution? **Yes:** **No:**

3. Have you worked at least five years as a certified or licensed law enforcement officer since successful completion of basic police training? **Yes:** **No:**
NOTE: If you answer "No" to questions 2 AND 3, you are not eligible for reciprocity in Minnesota.

4. Have you ever had your peace officer license, certificate, or federal equivalent suspended or revoked? **Yes:** **No:**

5. Have you ever held a Minnesota Peace Officer License?
Yes: **No:**

If yes, enter license number here: _____

BASIC LAW ENFORCEMENT TRAINING

Name and location of basic law enforcement training: _____

Dates attended: Start Date: _____ End Date: _____
Total Number of hours attended: _____
Date certified or licensed: _____

LAW ENFORCEMENT EMPLOYMENT HISTORY

Agency: _____ Position: _____
Start Date: _____ End Date: _____
Agency: _____ Position: _____
Start Date: _____ End Date: _____
Agency: _____ Position: _____
Start Date: _____ End Date: _____

May we contact your present or former employer? Yes: No:

POST-SECONDARY DEGREE

What is the highest degree you have been awarded:

(AA, BA, BS, MS, etc.): _____

What school awarded this degree:

Name of university or college: _____

Date awarded: _____

CRIMINAL CONDUCT

Have you ever been convicted of a crime?

Yes: No:

If yes, on a separate sheet, list each incident by date and provide an explanation or documentation of each incident and the outcome.

Pursuant to MN Rule 6700.0100 Subp. 9a. "Conviction" means that a person has been charged with a crime and the person was found guilty of that crime, regardless of length of or imposition or execution of any sentence received, any deferred finding of guilt or imposition of sentence by the court, any continuance for dismissal granted by the court, or any expungement of the offense records or conviction.

ENCLOSE THE FOLLOWING DOCUMENTS

1. Documentation from each state licensing or certification authority, noted on your application, listing the dates of employment as a full-time sworn peace officer with full powers of arrest and authority to carry a firearm.
2. Proof of employment (including dates of employment) from agencies listed where you were/are a certified or licensed law enforcement officer.
 - Proof must be in the form of a letter or similar statement from the agency OR the human resources department of the governing body. Paystubs are not acceptable verification.
3. A copy of your basic law enforcement training certificate/ transcript (Do not send continuing education or refresher certificates)
4. A copy of your post-secondary degree diploma or transcript (Do not send continuing education or refresher certificates)
5. A non-refundable examination fee of \$ 105.00 payable to Minnesota Board of Peace Officer Standards and Training.

REQUEST FOR TESTING ACCOMMODATION

If you have a disability requiring a testing accommodation contact the Minnesota Board of Peace Officer Standards and Training and obtain a “REQUEST FOR TESTING ACCOMMODATION” form.

AFFIRMATIONS AND SIGNATURES

- I understand that before I can be employed by a law enforcement agency, a background investigation and psychological screening will be required. I understand that I am subject to the minimum selection requirements identified in Minnesota Rules Chapter 6700.0700.
- I affirm the information on this application is true and correct to the best of my knowledge (All statements made on this application are subject to review and verification).
- I have read the data practices advisory included with this application.
- I understand that data provided on this application will be shared with the exam vendor for purposes of administering/processing the exam and I consent to the use of that data for that purpose.

Applicant’s Signature

Date

Note: You will be notified by email when your application is approved after which you will be able to confirm a testing date. An incomplete application cannot be processed and will be returned for completion.

Data Practices Advisory

Use of Data Collected by the POST Board on This Application Form

This application is used to assist the POST Board in determining your eligibility to take the Peace Officer Licensing Examination.

Application data on licensees is classified as public data under Minn. Stat. § 13.41, subd. 5. That includes application data on licensees, license number, license status, and continuing education records.

While your application, once you have obtained licensure, is considered public data, certain information on that form cannot be released. That information includes:

1. Your social security number, which is protected by federal law and Minn. Stat. 13.355;
2. Your home address, your personal telephone numbers and email addresses, which are classified as private data under Minn. Stat. 13.41, subd. 3.

That private data will not be released except to you, employees of the POST Board whose duties regularly require access to that data, those authorized by state or federal law to have access to the data, or those to whom you provide written informed consent authorizing disclosure.

You are not legally required to provide any of the requested information; however, if you do not, we will be unable to process your application and you will not be eligible to take the Peace Officer Licensing Examination.