



## Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, Saint Paul, MN 55104

(651) 643-3060 | [www.mn.gov/post](http://www.mn.gov/post)

# Peace Officer Licensing Examination Application

## RECIPROCITY

When mailing this completed form, include a check or money order in the amount of \$105.00 for the non-refundable application fee. Please read the attached data practices advisory before submitting this application. **You will be notified by email when your application is approved.** **Then, you will be able to schedule an examination date. An incomplete application cannot be processed and will be returned for completion.**

### APPLICATION TYPE

<b>Initial Peace Officer Licensing Examination Application</b> (check this box if this is your first time taking this examination)
<b>Retake Peace Officer Licensing Examination Application</b> (check this box if this is your second or third time taking this examination)
<b>Retake Peace Officer Licensing Examination Application requiring a remedial plan</b> (check this box if this is your fourth time taking this examination - requiring a remedial plan)
<b>Reinstatement Peace Officer Licensing Examination Application</b> (check this box if you previously passed the licensing examination and your eligibility to be licensed has expired) <b><u>Check this box if this is a retake:</u></b>

### 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
Remedial Plan (if required)		
Date Submitted	Date Approved	

**LAW ENFORCEMENT EXPERIENCE (Check all that apply)**

1. Have you been employed full-time or part-time as a certified or licensed peace officer within the past six years (for any amount of time)? YES NO  
**NOTE: If the answer is "NO", you are not eligible for reciprocity in Minnesota.**
2. Since successfully completing basic law enforcement training, have you been employed for at least five years as a certified or licensed peace officer? YES NO
3. Since successfully completing basic law enforcement training, have you been employed for at least three years as a certified or licensed peace officer **AND** do you have a post-secondary degree from a regionally accredited institution? YES NO  
**NOTE: If the answer is "NO" for 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 been licensed as a peace officer in Minnesota? YES NO  
If yes, what was your license number?

## **BASIC LAW ENFORCEMENT TRAINING**

Name and location of basic law enforcement training	
Start Date	End Date
Total Number of Hours Completed	Date Certified or Licensed

## PEACE OFFICER EMPLOYMENT HISTORY

## POST-SECONDARY DEGREE

Highest degree awarded  
Name of school awarding the degree  
Date awarded

## REQUEST FOR TESTING ACCOMMODATION

If you have a disability requiring a testing accommodation, click [HERE](#) to access our Resources & Forms webpage. Then, click on the Americans with Disabilities Act ("ADA") form. Or, contact the Minnesota Board of Peace Officer Standards and Training to obtain this form.

## CRIMINAL CONDUCT

Have you ever been convicted of a crime?      Yes      No

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

MN Rule 6700.0100 Subp. 9a. definition of "Conviction" - 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 listed on this 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 from agencies where you were employed as a peace officer (include dates of employment). This should be a letter or something similar from each agency.
3. A copy of your basic law enforcement training certificate or transcript.
4. A copy of your post-secondary degree diploma or transcript.
5. A non-refundable application fee of \$105.00 (check or money order) payable to Minnesota Board of Peace Officer Standards and Training.

## AFFIRMATION AND SIGNATURE

- 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 attached to 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 the data for that purpose.

Applicant's Signature

Date

## 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 MN Statute § 13.41, subd. 5. Public data on licensees also includes 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 MN Statute 13.355; and
2. Your home address, your personal telephone numbers and email addresses, which are classified as private data under MN Statute 13.41, subd. 3.

This 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 not be able to process your application, and you will not be eligible to take the Peace Officer Licensing Examination.