



STATE OF TENNESSEE  
PEACE OFFICER STANDARDS AND TRAINING COMMISSION  
3025 LEBANON PIKE  
NASHVILLE, TENNESSEE 37214-2217  
PHONE: 615-741-4461 - FAX: 615-532-0502  
<https://www.tn.gov/commerce/post.html>

**SUBJECT: LEOSA RENEWAL PACKET**

Please find the initial LEOSA application and instructions attached.

Using the contact information below, please do not hesitate to call or email if you have any questions.

LaTonya Shelton  
Phone: (615) 532-0668  
Email: [Latonya.M.Shelton@tn.gov](mailto:Latonya.M.Shelton@tn.gov)

Sincerely,

*LaTonya Shelton*

LaTonya Shelton  
Administrative Services Assistant II  
Tennessee P.O.S.T. Commission



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### **RENEWAL OF RETIRED LAW ENFORCEMENT OFFICER SAFETY ACT**

Thank you for your request to renew your LEOSA Certification. In order to renew, you will need to take the following steps:

Complete and sign the LEOSA Renewal for Retired Law Enforcement Officers Form (IN-1733). This renewal application can be found on the website at <https://www.tn.gov/commerce/post.html>.

You have the option of a card that is renewable every four (4) years, which is valid **ONLY** in the State of Tennessee or a card that is renewable annually. *As of July 1, 2017, a TBI/FBI fingerprint report is required for the annual nationwide card. See below for IdentoGo fingerprint instructions.*

Go to an approved firing range, and qualify. You will need a certificate and firearms roster showing qualification. The roster needs to list each weapon used to qualify including the make, model, serial number, and caliber.

Return form IN-1733, a copy of your certificate and roster from the range and a check for ten-dollars (\$10.00) made out to the State of Tennessee, P.O.S.T. Commission. You may bring by your documents and payment to our office located at 3025 Lebanon Pike, Nashville, Tennessee 37214, during the business hours of 8:00 a.m. to 4:30 p.m., or you can mail it to our office directly. Upon your application being processed, you will be issued a new card and certificate.

At the IdentoGo vendor, an applicant's fingerprints will be taken electronically and submitted directly to the TBI/FBI. The criminal history report will then be sent to the State of Tennessee, P.O.S.T. Commission Office within five (5) to seven (7) business days. A fee of **\$35.15** is required to be paid directly to the IdentoGo at the time the applicant's fingerprints are taken. To utilize the services of IdentoGo and properly complete the process, please comply with the IdentoGo Tennessee applicant processing services form. These directions can be found on the website, <https://www.tn.gov/commerce/post.html>.

If you should have any further questions, please feel free to contact our office during regular business hours of 8:00 a.m. to 4:30 p.m. at (615) 741-4461.

## **LEOSA (Renewal) Application Checklist**

- Tennessee Only or     Nationwide Certification
  
- LEOSA Application** (Form IN-1733) (2 Pages)     Pg 2 Initialed & Signed
  
- Copy of **Firearms Roster Qualification** (copy included in this application)
  
- TBI/FBI Criminal History Record** – IdentGo instructions are included in this application
  
- Check or Money Order for ten dollars (\$10.00)** made payable to the Tennessee P.O.S.T. Commission



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**LEOSA Renewal Application**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

SSN (last four digits): \_\_\_\_\_ DOB: \_\_\_\_\_

Rank: \_\_\_\_\_ Badge #: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Home Ph. #: \_\_\_\_\_ Cell Ph. #: \_\_\_\_\_

Driver's License#: \_\_\_\_\_ State: \_\_\_\_\_

Retired Agency/Department: \_\_\_\_\_

**Please indicate clearly which option you are selecting for certification:**

**Option 1 – Valid in Tennessee only:** This certification, pursuant to T.C.A. §38-8-116, does not meet the requirements of 18 U.S.C.A. § 926 B and C [Retired Law Enforcement Officer Safety Act (LEOSA)]. A retired officer certified under this option is not permitted to carry a firearm outside of the state of Tennessee unless otherwise authorized. A TBI/FBI criminal history record check and qualification to carry a firearm of the same type according to the standards established by the Tennessee P.O.S.T. Commission are required every four (4) years. This certification is valid only in Tennessee for a period of four (4) years.

**OR**

**Option 2 – LEOSA Compliant (valid Nationwide):** This certification, pursuant to T.C.A. § 38-8-123, conforms to the requirements of 18 U.S.C.A. §9.2613 and C. A retired officer certified under this option is eligible to carry a firearm nationwide under federal law. Please note that a certification issued to a retired officer in accordance with this option shall be automatically revoked by operation of law upon the retired officer becoming ineligible to carry a firearm under federal law. This certification requires an annual qualification to carry a firearm of the same type according to the standards established by the Tennessee P.O.S.T. Commission, and an annual TBI/FBI criminal history record check. This certification is valid for only one (1) year.

1. Applicant shall not have been convicted of any felony offense punishable by a term exceeding one (1) year. Initial \_\_\_\_\_
2. Applicant shall not currently be under indictment for any criminal offense punishable by a term exceeding one (1) year. Initial \_\_\_\_\_
3. Applicant shall not be currently the subject of an order of protection. Initial \_\_\_\_\_
4. Applicant shall not be a fugitive from justice. Initial \_\_\_\_\_
5. Applicant shall not be an unlawful user of or addicted to alcohol or any controlled substance and the applicant has not been a patient in a rehabilitation program or hospitalized for alcohol or controlled substance abuse or addiction within ten (10) years from the date of the application. Initial \_\_\_\_\_
6. Applicant shall not have been convicted of the offense of driving under the influence of an intoxicant in this or any state two (2) or more times within ten (10) years from the date of application and that no convictions has occurred within five (5) years from the date of application or renewal. Initial \_\_\_\_\_
7. Applicant shall not have been adjudicated as mental defective or incompetent; committed to or hospitalized in a mental institution; appointed by a court conservator for reason of mental effect; judicially determined to be disabled by reason of mental illness, development disability or other mental application; found by a court to pose an immediate substantial likelihood of serious harm, as defined in T.C.A. Title 33, Chapter 6, Part 5, because of mental illness. Initial \_\_\_\_\_
8. Applicant shall not have been discharged from the Armed Forces under anything other than honorable discharge Chapter 1340-02-05-.02(5). Initial \_\_\_\_\_
9. Having been a citizen of the United States, applicant shall not have renounced their citizenship. Initial \_\_\_\_\_
10. Applicant shall not have been convicted of a misdemeanor crime of domestic violence as defined in 18 U.S.C.A. 921(33). Initial \_\_\_\_\_
11. Applicant shall not be receiving social security disability benefits for reason of alcohol dependence, drug dependence or mental disability. Initial \_\_\_\_\_
12. Applicant shall not have been convicted of the offense of stalking. Initial \_\_\_\_\_
13. Applicant shall have retired from an agency in good standing with a minimum of ten (10) years total creditable service in a commissioned status. Initial \_\_\_\_\_
14. Applicant shall have had powers of arrest at the time of retirement. Initial \_\_\_\_\_
15. Applicant must carry the handgun you qualify with (H.R. 218). Initial \_\_\_\_\_

I have read the above qualifications and attest to the fact that I am in compliance with these qualifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PEACE OFFICER STANDARDS AND TRAINING COMMISSION

### L.E.O.S.A. Firearms Training Completion Certificate



I, \_\_\_\_\_, do hereby certify that  
Print Name of Firearms Instructor

Retired Officer: \_\_\_\_\_  
Print Name of Retired Officer

Has successfully completed a course of firearms instruction and training this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

At the \_\_\_\_\_  
Name and Address of Firearms Range

I further certify that I am a P.O.S.T. Certified Firearms Instructor with

\_\_\_\_\_  
Name of Agency or Institution

And that the prescribed course is P.O.S.T. Certified and satisfies the conditions of  
18 U.S.C. §926 and T.C.A. Code §38-8-116 entitled "Law Enforcement Officer's Safety Act".  
I do hereby recommend that the aforementioned retired Law Enforcement Officer be  
granted all privileges afforded by the L.E.O.S.A.

\_\_\_\_\_  
Signature of Firearms Instructor - Write name legible

## IdentoGO Tennessee

- Go to <https://www.identogo.com> and choose **Tennessee**
- Or you may call **IdentoGO (855) 226-2937** to schedule
- **Enrollment Services** click on Digital Fingerprinting
- **Click on** Schedule a New Appointment
- **Service code-** 28V243
- **You have selected** – P.O.S.T. COMMISSION Continue
- **ORI** – Enter your agencies assigned ORI number
- **The Agency's Name you choose appears** - is this correct?
- **Acknowledgement/Release**
- **Enter a zip code**

**Appointment Details-** schedule an appointment

\*\*\*\*\* Further questions contact Identogo/Idemia \*\*\*\*\*

**Identogo/Idemia 1-855-226-2937**

**Prices- \$39.15 TBI/FBI-applicant**



Tennessee Applicant Processing Services Form

**P.O.S.T. Commission**

To schedule your ten-minute fingerprint appointment, simply visit <https://tn.ibtfingerprint.com> and enter the following Service Code

28V243

Service Code is unique to your hiring/licensing agency - **Do not use for another purpose**

As a primary form of picture identification, one of the following valid and unexpired documents is required to be presented to the enrollment agent when being fingerprinted:

- **Driver's License issued by a State or outlying possession of the U.S.**
- **State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency**
- **Commercial Driver's License issued by a State or outlying possession of the U.S.**
- **U.S. Passport**

However, in the absence of one of these documents, applicants may provide one or more Secondary Documents including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000-10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Current Utility Bill (Address)
- Voter Registration Card
- Current Vehicle Registration Card/Title
- Current Paycheck Stub with Name/Address
- Cancelled Check or Current Bank Statement
- Social Security Card



Don't have access to the Internet? You can still schedule an appointment by calling 855.226.2937