

RENEWAL PROCESS

Step 1:

A qualified retiree who wishes to renew their LEOSA certification shall do all of the following:

____ Complete and sign the Application Form that is available on this web site.

____ Include a check for the application fee of \$35 made payable to “State of Michigan”.

____ A photocopy of a valid driver license or state identification card.

Mail all the above to MCOLES. You will receive a letter from MCOLES advising you if you have been approved for renewal.

NOTE: Applicants for renewal do NOT have to be re-fingerprinted nor is another employment verification letter required. Since re-fingerprinting is not required, applicants should remember that the law requires that MCOLES be notified if the applicant has been arrested since first fingerprinting for the LEOSA program.

Step 2:

The applicant should contact the Training/Test center to schedule the training and testing to fulfill the requirements of the program.

- Pay the Training/Test Center a fee of \$95.00.
- Provide your own weapon and ammunition (50 rounds in the event a re-shoot is required) for qualification.

The applicant shall then demonstrate compliance with the MCOLES Active Duty Firearms Standard. Upon successful compliance, a LEOSA certificate/identification card will be mailed to the retiree, which is valid for one year.

Any questions should be directed to MCOLES at 517-636-7868.