Appendix A:
MCOLES-Required Documents and Agency-Retained Documents

Transaction	Document	MCOLES	Agency
Separation from Employment	Separation Affidavit	◙	◙
	PA 128 Separation of Service Act Record		◙
Change in LE Authority (remove & reinstate)	Change in Law Enforcement Authority Report	◙	◙
Hiring a Law Enforcement Officer with a Current License	Agency Affidavit Requesting License Activation	◙	◙
	Conferral of Full Authority/Oath of Office	◙	◙
	Waiver/Authorization for Release of Information	◙	◙
	Personal History Statement and Affidavit	◙	◙
Hiring an Employed Recruit Candidate	Standards Compliance Verification Affidavit	◙	◙
	Candidate New Hire Report	◙	◙
	Waiver/Authorization for Release of Information	◙	◙
	Personal History Statement and Affidavit	◙	◙
	Application for Licensing, including Medical Examination documentation		◙
	Fingerprint Search Results		◙
	Background Investigation		◙
	Drug Screen Report		◙
	Proof of Compliance with Education Requirement, e.g. transcript		◙
	Proof of U.S. Citizenship		◙
	Copy of valid Operator's or Chauffeur's License		◙
	Copy of Position Description		◙
License Activation:	License Activation Affidavit	◙	◙
Employed Recruit	Conferral of Full Authority/Oath of Office	◙	◙
Hiring and License Activation:	License Activation Affidavit	◙	◙
Pre-service Graduate; Law Enforcement Officer with Lapsed License; or Out-of-State Licensed Law Enforcement Officer	Standards Compliance Verification Affidavit	◙	◙
	Conferral of Full Authority/Oath of Office	◙	◙
	Waiver/Authorization for Release of Information	◙	◙
	Personal History Statement and Affidavit	◙	◙
	Application for Licensing, including Medical Examination documentation		◙
	Fingerprint Search Results		◙
	Background Investigation		◙
	Drug Screen Report		◙
	Proof of Compliance with Education Requirement, e.g. transcript		◙
	Proof of U.S. Citizenship		◙
	Copy of valid Operator's or Chauffeur's License		◙
	Copy of Position Description		◙

When hiring an Employed Recruit, completed documents should be sent to the appropriate academy. For all other transactions, the signed, completed documents should be emailed to the Licensing Services Section at msp-mcoles-licensing@michigan.gov.