

PEACE OFFICER STANDARDS AND TRAINING BOARD
APPLICATION FOR PART-TIME PEACE OFFICER LICENSE
PFN 11

Instructions

The Application for a Part-Time Peace Officer License should be used by persons to apply for their initial part-time peace officer license or to apply for the renewal of their part-time peace officer license. All requested information is mandatory. Failure to provide all of the information will delay the issuance of a license.

Specific instructions for completing the form are as follows:

Officer Name

The name of the peace officer applying for a license should be printed in this area. It is preferred that the name be printed last name first, first name, then the middle initial.

License or Social Security Number

The applicant's peace officer license number should be placed in this area. If the officer does not know the license number, it is printed on the license card. If the license number can not be determined or if the officer is applying for a license for the first time, the social security number of the officer must be used.

Home Address

The home mailing address for the officer must be printed in this area. Do not use the mailing address of the employing agency.

Department Name

The name of the agency that the officer is employed by should be printed in this area.

Education Level

The applicable code for the level of education completed by the applicant officer should be entered in the Code boxes.

Position

The applicable code for the position held by the applicant officer should be entered in the Code boxes.

Rank

The applicable code for the rank that the applicant officer holds should be entered in the Code boxes.

LICENSE FEE

The fee required for a license is \$45.00 for a full three years. For a first time applicant, the fees are prorated by the first letter of the officer's last name. The proper fee is available through the applicant's agency or the POST Board may be contacted at 701-328-5500.

The fee for all license renewals is \$45.00. If a license has expired, for thirty-one days immediately after the expiration date, the fee of \$100.00 is required for late renewal of the license. If a license is not renewed by the end of the thirty-one days, the original license may not be renewed. The applicant must submit a fee of \$250.00 with the application. The POST Board must determine if the license will be reinstated and may impose further requirements to be met by the applicant prior to the license being reinstated.

All checks should be made payable to the POST Board and sent to:

POST Board
PO Box 1054
Bismarck ND 58502-1054

Signature

The applicant for the license must sign the application in this section.

Date

The date the applicant signs the application for the license must be placed in this section.

Amount of Fee Enclosed

The amount of the licensing fee to be sent with the application should be entered in this section.



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Officer Name (Last, First, Mi)	Peace Officer License or Social Security #
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Home Address

Department Name

Part-Time License: Issued to persons who have met all licensing and training requirements for the part-time license. Initial license will be valid for 1, 2, or 3 years depending on last name. Subsequent licenses are valid for three years.

The following information is requested to update individual officer records:

Education Level: _____ Code

01 GED	09 Doctorate Degree (PhD)	17 Five or More Years College
02 Associate of Arts (AA)	10 No High School	18 One Year Graduate School
03 Bachelor of Arts (BA)	11 Some High School	19 Two Years Graduate School
04 Bachelor of Science (BS)	12 High School Graduate	20 Three or More Years Graduate School
05 BA or BS in Criminal Justice	13 One Year College	21 Post Graduate School
06 Master of Arts (MA)	14 Two Years College	22 Law Degree
07 Master of Science (MS)	15 Three Years College	23 Voc Ed Program Certificate
08 MA or MS in Criminal Justice	16 Four Years College	

Position: _____ Code

01 Deputy	05 Game Warden	09 Superintendent
02 Police Officer	06 Ranger	10 Inactive
03 Patrolman	07 Special Agent	
04 Parole/Probation Officer	08 Investigator	11 Other _____

Rank: _____ Code

00 Not Applicable	04 Assistant Chief	08 Captain
01 Sheriff	05 Director	09 Lieutenant
02 Chief of Police	06 Colonel	10 Sergeant
03 Chief Deputy	07 Major	11 Corporal

LICENSE FEE

Initial License: Issued for three-year period or less depending on last name. License fee is pro-rated accordingly at \$15, \$30, \$45. Local Agency or the POST Board (701-328-5500) will provide fee information.

License Renewal: \$45.00 for a three year period

Late Renewal: \$100.00

Reinstatement: \$250.00

PLEASE MAKE CHECKS PAYABLE TO: POST BOARD

Mail to: PO Box 1054
Bismarck ND 58502-1054

Signature	Date	Amount of Fee Enclosed
X		\$