LE-003 (10/2024)

MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION
8002 Bretz Drive
Harrisburg, Pennsylvania 17112-9748
http://www.psp.pa.gov/MPOETC

WAIVER FORM

REQUEST FOR SEPARATION RECORDS

The release of Separation Records to a prospective employing law enforcement agency when a conditional offer of employment has been made or to a law enforcement officer requesting their own record is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for separation records must be in writing, accompanied by a Waiver Form signed by the applicant and an authorized representative of the law enforcement agency. A request by an officer for their records do not require an agency signature.

APPLCANT LAST NAME	APPLICANT FIRST NAME	APPLICANT MIDDLE NAME/INITIAL	TELEPHONE	
APPLICANT MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
APPLICANT SSN	APPLICANT DATE OF BIRTH	APPLICANT DRIVERS LICENSE NUMBER		

REQUESTOR

☐ SELF ☐ PROSPECTIVE EMPLOYING LAW ENFORCEMENT AGENCY (MUST PROVIDE DATE OF HIRE OR DATE EMPLOYMENT WAS OFFERED)	DATE OF HIRE/OFFER OF EMPLOYMENT

LAW ENFORCEMENT AGENCY NAME (OR BLANK FOR SELF)	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE	PRINT NAME OF AGENCY HEAD OR REPRESENTATIVE		
AGENCY ADDRESS		CITY/BORO	STATE	ZIP CODE

AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the Municipal Police Officers' Education and Training Commission to release to the requestor all records retained by the Commission regarding my current or former employment as a law enforcement officer.

APPLICANT SIGNATURE	DATE

COUNTY OF _____

On this, the _____ day of _____, _____ before me, _____,

the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name and signature appear above, and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

_____

Notary Public

Printed Name: _____

My Commission Expires: _____