

**WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION  
INSTRUCTION SHEET**

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The attached WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION is required for any of the following:

1. Application for employment with a law enforcement agency
2. Application for enrollment into a law enforcement academy
3. Application to the law enforcement licensing process

**INSTRUCTIONS**

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**Section A:**

**To be completed by the applicant** of a hiring law enforcement agency, law enforcement academy or RPTE program.

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**Section B:**

The **hiring law enforcement agency or the enrolling academy** must place **their own** agency's name in the blank space provided.

- Section B must be signed and dated by the applicant.
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**Section C:**

The **hiring law enforcement agency requesting information** must enter **their agency's name** in the blank space provided.

- Section C must be signed and dated by an applicant who is currently or has previously been licensed.
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## Michigan Commission on Law Enforcement Standards

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Email: [MSP-MCOLES@Michigan.Gov](mailto:MSP-MCOLES@Michigan.Gov)

Main Line: 517-636-7864

### WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION

*Sections A & B to be completed by all applicants (non-licensed, currently licensed, and previously licensed law enforcement officers)  
Section C to be completed by all current or previously licensed law enforcement officers.*

**Section A** – This form shall be completed electronically with your responses typed into the appropriate spaces.

Last Name:	First Name:	Middle Name:	Suffix (Jr, Sr, III):	
Other Name(s) Known By (Including Aliases, by Marriage, or Legal Name Change)				
Social Security No.*:	Date of Birth:	Phone No.:	Gender‡:	Race‡:
Residence Address (Street, City, State, Zip):			Highest Degree:	
Drivers License No.:	Issuing State:	E-Mail Address:		

**Section B** – Authorization for release of information:

I hereby authorize any individual, agency or organization to furnish to the Michigan Commission on Law Enforcement Standards, the \_\_\_\_\_<sup>1</sup>, their representatives and/or agents (including, but not limited to, academies or contractors) any and all information pertaining to my background and ability to comply with the standards for selection, employment, training and licensing as a law enforcement officer. Such information includes, but is not necessarily limited to: employment, criminal, academic, military, and personal histories; academic attendance and driving records; and medical records (includes medical/psychological, including diagnosis and prognosis, if any).

I hereby authorize any individual, agency or organization to release such information upon request. This authorization is executed with the full knowledge and understanding that the information is for official use by the Michigan Commission on Law Enforcement Standards and the \_\_\_\_\_<sup>1</sup>.

Further, I hereby authorize the Michigan Commission on Law Enforcement Standards to release any and all records collected pursuant to this authorization to any individual, agency or organization for the legitimate purposes of fulfilling the Commission's statutory and administrative objectives.

I hereby release any individual, agency or organization, including its officers, employees and related personnel, both individually and collectively, from any and all damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this Authorization for Release of Information, or any attempt to comply with it.

This Authorization shall continue in effect until revoked by me in writing. A completed and signed photocopy or electronic copy of this Authorization shall have the same force as the original.

Applicant Signature:	Today's Date:
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<sup>1</sup> Type or print the name of the hiring law enforcement agency or the enrolling academy.

**\*\*\*Section C to be completed by all current or previously licensed law enforcement officers only\*\*\***

**Section C – Former Michigan employing law enforcement agency authorization:**

I hereby authorize any and all of my former employing Michigan law enforcement agencies to provide the \_\_\_\_\_<sup>1</sup> with a copy of the record regarding the reason or reasons for, and circumstances surrounding, my separation of service created by any former employing law enforcement agency or agencies. **(Under 2017 PA 128, MCL 28.561, et seq. a hiring law enforcement agency shall not hire a law enforcement officer unless the hiring law enforcement agency receives the record regarding the reason or reasons for, and circumstances surrounding, a separation of service from each prior employing law enforcement agency.)**

Applicant Signature:

Today's Date:

<sup>1</sup> Type or print the name of the hiring law enforcement agency or the enrolling academy.

AUTHORITY: 1965 PA 203; 2017 PA 128  
COMPLIANCE: Voluntary  
PENALTY: No License Activation/ Employment/  
Academy Enrollment

\* This information is confidential.  
Confidential information is protected  
by the Federal Privacy Act.

† This information is for  
the purposes of EEO  
reporting only.