

REQUEST FOR INACTIVE STATUS

PEACE OFFICER STANDARDS AND TRAINING BOARD
PFN 15

INSTRUCTIONS

The Request for Inactive Status form is to be utilized by peace officers when they want to place their peace officer license in an inactive status.

The Administrative Rule on inactive status states:

I 109-02-02-14. Inactive status. An individual who does not perform duties as a licensed peace officer or is no longer employed by an agency may request the board place the individual on inactive status. The individual shall make the request for inactive status in writing on a form provided by the board. The individual may remain on inactive status indefinitely if the individual meets the same requirements for a peace officer on active status, including annual sidearm qualification requirements, and maintains continuing education requirements and renews the license in accordance with the rules of the board. An individual who has been hired by an agency but who has been on inactive status for three or more years when the individual was hired by the agency shall attend the first available criminal and traffic law portions of the full-time peace officer basic course, and successfully complete the licensing examination before the board may restore the individual's license to active status.

Specific instructions for completing the form are as follows:

Peace Officer License Number

The applicant's four digit peace officer license number should be placed in this area. If the officer does not know their license number, it is printed on the front of the peace officer license card. If the license number cannot 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.

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.

Signature

The peace officer must sign the Request for Inactive Status document in this section.

Date

The date the peace officer signs the Request for Inactive Status must be placed in this section.

Note: A copy of this completed form should be retained for the peace officer. The original form must be sent to the POST Board at:

POST Board
PO Box 1054
Bismarck, ND 58502-1054



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Peace Officer License No. or Social Security No.	Officer Name (Last, First, MI)
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I request the North Dakota Peace Officer Standards and Training Board place my license on inactive status.

Peace Officer's Signature

Date Signed

Please retain a copy of this form and forward the original to the POST Board at: POST Board
PO Box 1054
Bismarck ND 58502-1054