



REQUEST FOR SECURITY GUARD LETTER (RETIRED MOS ONLY)



Have You Previously Requested a Transcript or Letter from the Education, Training, Opportunities and Tracking Unit? Yes No If Yes, Approx. Date of Request _____

Name (Last, First)		Maiden	Training Academy:		
			NYCPD <input type="checkbox"/>	Transit <input type="checkbox"/>	Housing <input type="checkbox"/>
Last Rank	Tax No.	SS No.* (Last 4 Digits) *(Full SS No. if Tax No. is not available)		DOB	
Home Address (Include Apt. No.)			City	State	Zip
Home Phone No.		Today's Date			
Date Appointed		Police Academy Company #		Date Left Agency	
<p>NOTE: Unless otherwise specified, the letter will be addressed as follows: NYS Department of State, Division of Licensing Services PO BOX 22001 Albany, NY 12201-2001 <i>If you would like the letter to be addressed differently, please fill out the below portion.</i></p>					
Name of State Agency			Division/ Attention of		
Address					
City		State		Zip Code	

INSTRUCTIONS: If you omit information on this form, your application will be delayed for processing or returned to you unprocessed and your request will have to be resubmitted. The Request for Security Guard Letter will be mailed to your home address. Processing time for this request is approximately 10 business days. **Please return this application with a copy of your retired NYPD picture ID card (front and back).**

NOTE: If your retired NYPD Identification card has either expired or does not have a valid expiration date; you must first obtain a valid retired NYPD Identification card to submit with your application. To renew your identification card, you can schedule an appointment with the Shield, ID & Retirement Clearance Unit located at 1 Police Plaza, room #502A, (646) 610-5150. The Shield, ID & Retirement Clearance Unit office hours are from Monday through Friday from 9:00 a.m. to 4:00 p.m.

Applications may be submitted by E-Mail: TrainingRecords@nypd.org, Fax: 718-312-5295, in Person or by Mail to the address listed below.

Candidate Assessment Division
 Education, Training, Opportunities & Tracking Unit, Room 833
 235 East 20th Street
 New York, NY 10003

Education, Training, Opportunities and Tracking Unit
 Phone: 718-312-4425 or 718-312-4455
 Fax: 718-312-5295

FOR OFFICIAL USE ONLY:

Date Received		Log/Serial No.			
E-mail	Mail	Reviewed By:		Date Sent	Initials
Walk-in	Fax				