



# REQUEST FOR CERTIFICATION 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/ Retirement Date	

### AGENCY / EMPLOYER INFORMATION

(must be completed/ cannot be left blank)

Name of Agency		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 Certification 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				