



**Georgia Peace Officer Standards & Training Council**  
***Application Instructions for Annual Firearms***  
***Qualification Certificate***

**Application Instructions**

All application sections must be completed prior to submission for proper processing.

**Incomplete applications will be returned.**

**Eligibility:** To be eligible for this card, the officer must meet one of the following requirements:

1. The officer must have retired from a Georgia law enforcement agency (POST recognized);
2. The officer must have retired from out-of-state or federal law enforcement agencies **and** currently reside in the state of Georgia.

**E-mail Address Preferred**

P.O.S.T. prefers to send notices regarding any problems identified in the application via e-mail. Please be sure to include a current e-mail address if possible. Notices sent by U.S. Mail will be subject to normal shipping and delivery time.

**Fee**

The fee for this application is \$25 (non-refundable) and must be remitted with the application (***certified check or money orders ONLY***) or paid using a debit or credit card at the POST Online Payment service found at web link <https://www.gpostc.org/rtt/order.php> . Please be sure to select Retired Firearms Card (H.R. 218) when using the online payment system. **NOTE: Please allow 10 days for processing.**

**Agency Credentials (Copy of Agency Issued ID card stating retirement)**

A copy of agency credentials (*agency from which the officer retired*) documenting retired status must be attached in order to process this application. In lieu of credentials, a letter from the agency indicating retired status will suffice.

**P.O.S.T. Certified Firearms Instructor**

The firearms instructor must complete the verification and attestation section of the form. The firearms instructor must have received their certification from the Georgia Peace Officer Standards & Training Council prior to conducting the retired officer's firearms qualification. If the firearms instructor does not provide the required Use of Deadly Force and De-escalation training please indicate such on the application and it will be the officers responsibility to provide proof of completion.

Officers that have completed the firearms instructor training course and ***have not submitted*** their P.O.S.T. Firearms Instructor Certification application to receive their certification ***are not eligible*** to conduct firearms qualifications. If an individual is uncertain if they have a firearms instructor certification, they should check their P.O.S.T. Officer profile at [www.gapost.org](http://www.gapost.org) to see if a firearms instructor certification is listed.

**Falsified Applications**

Supplying false information or acquiescing in false information being supplied on this application is a violation of the Criminal Code of Georgia (Ga. L. 198. pp. 1249, 1320) and, upon conviction is punishable by a fine of not more than \$1000 or imprisonment for less than one (1) year nor more than five (5) years, or both.

**Mailing:** Please mail the application and any required fees to the following address:

**Georgia POST Council, P.O. Box 349, Clarkdale, GA 30111-0349**

**Contact Information:** Please contact Meghan Fail with any questions regarding your application at e-mail address [mfail@gapost.org](mailto:mfail@gapost.org) or by phone at 770-732-5997.



**Georgia Peace Officer Standards & Training Council**  
**Application for Annual Firearms Qualification Certificate**  
**For Retired Officers**

**Enclosures**

**Agency Credentials REQUIRED:** Check here to indicate that agency credentials are attached.

**Fees:** \$25 per application [*non-refundable/NO PERSONAL CHECKS*]  
 Certified check or money order made payable to: "Georgia POST Council"

**Total Fees Enclosed:**

**Personal Data & Attestation - Section I**

Last Name

First Name

Middle Name

Suffix Name (Jr., Sr., II, III, etc.)

Date of Birth

Agency Retired From (**required**):

Social Security #:

Race

Gender/Sex:

Street

Apt #

City

State Georgia

Zip Code

E-mail Address

PHONE# (AREA CODE) – NUMBER

**Attestation of Retired Officer:** I hereby attest and affirm that the information supplied herein is true and correct to the best of my knowledge.

\_\_\_\_\_  
 Retired Officer Signature

\_\_\_\_\_  
 Date

**P.O.S.T. Certified Firearms Instructor Verification - Section II**

Firearms Range Where Qualified

Qualification Date

Firearms Instructor Full Name (Print)

Firearms Instructor

E-mail address

This retired officer qualified with the following weapon type(s) for this application:

Revolver       Semi-auto

**Attestation of Firearms Instructor:** I attest and affirm that the retired peace officer is from a federal, state, or local law enforcement agency and has successfully completed the required training as required by P.O.S.T. Rule 464-5-.03.1 (initial each that apply). **Officer must submit proof of completion if training not provided by firearms instructor.**

\_\_\_\_\_  
 Firearms qualification

\_\_\_\_\_  
 Use of Deadly Force Training

\_\_\_\_\_  
 De-Escalation Training

\_\_\_\_\_  
 P.O.S.T. Certified Firearms Instructor Signature

\_\_\_\_\_  
 Date

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**Mail completed form to: GA POST Council, P.O. Box 349, Clarkdale, GA 30111-0349**