INSTRUCTIONS FOR COMPLETING POST CHANGE OF STATUS (C-11) FORMS

1. **Complete the following fields in SECTION A: Agency Name, Agency ID, Social Security Number, Last Name, First Name, MI, Date of Birth, Race, Sex, and Educ.**

2. **Indicate the type of change in SECTION B.**

3. **The remaining sections to be completed depend upon the type of change. SECTION B specifies the appropriate sections to be completed for each type of change. Complete the remaining indicated sections after completing SECTION A and SECTION B.**

4. **The CEO or another individual authorized by the CEO must sign and date each C-11 and provide a telephone number where that individual can be reached.**

<u>Information about completing C-11 forms:</u>

►This form is designed for use in Microsoft Word. Navigation of the form requires use of the TAB key or mouse pointer to complete fields. To complete a check box, press the space bar or click the left mouse button on the box.

►The use of this form requires medium security for macros in Microsoft Word. When opening the form, the screen should display a message asking whether the user wishes to enable or disable macros. The user must click on "Enable Macros" in order for the form to work properly. Any questions concerning setup of Microsoft Word functions should be directed to agency computer system personnel. POST does not provide Microsoft Word software, nor does it provide installation or modification services for Microsoft Word software.

►Microsoft Word incorporates security features for macros in its software due to the possibility of macros containing viruses. Macros provided in this file have been screened using industry-standard software with updated virus definitions. However, POST cannot guarantee the safety of macros contained in files agencies receive from other sources. Prior to enabling macros in a file, the user should be absolutely sure of the integrity of the file and the absence of software viruses.

►C-11 forms are used to report personnel changes on certified or registered individuals and on candidates who have an application on file for certification at POST. Applicants who have no previous law enforcement experience and are uncertified are reported to POST via an Application for Peace Officer Certification.

SUBMIT C-11 forms to:
Georgia POST Council
C-11 Processing
P.O. Box 349
Clarkdale, Georgia 30111
FAX (770) 732-5952

C-11 forms may be mailed or faxed. Please do not mail originals when faxing. Electronic submission of C-11 forms is not available at this time.