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 not be processed.

### 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 of ***$15 per weapon type*** used in qualifications must be remitted with the application (certified checks or money orders ONLY). Revolver and semi-auto are the two weapon types for this form.

### Agency Credentials

A copy of agency credentials (*agency from which the officer retired from*) 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. 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.

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 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 along with the required fee to the following address:

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

### Contact Information

Please contact Lena Avis with any questions regarding your application at e-mail address lavis@gapost.org or by phone at 770-732-5797.