



MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive
Harrisburg, Pennsylvania 17112-9748
<http://www.psp.pa.gov/MPOETC>

CORRECTION REQUEST FORM

This form is to be used by a law enforcement officer seeking changes to separation records.

CONTACT INFORMATION

OFFICER LAST NAME	OFFICER FIRST NAME	OFFICER MIDDLE NAME/INITIAL	TELEPHONE	
OFFICER MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
OFFICER EMAIL		OFFICER SSN	OFFICER DATE OF BIRTH	
LAW ENFORCEMENT AGENCY NAME			TELEPHONE	
AGENCY ADDRESS		CITY/BORO	STATE	ZIP CODE
EMPLOYMENT START DATE		SEPARATION DATE		

As authorized in 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information), I have reviewed my Separation Record, filed with the Municipal Police Officers' Education and Training Commission (MPOETC), for the period of employment listed above. As authorized in Section 7308(c), I request this record be amended as described below. I further request the law enforcement agency referenced above return this form to me indicating if the requested changes will be made to the Separation Record on file at MPOETC.

TYPE OF CORRECTION/REMOVAL

DATES OF EMPLOYMENT

TYPE OF SEPARATION

CIRCUMSTANCES OF SEPARATION

HIRING REPORT REQUIREMENTS

DETAILS OF REQUESTED CORRECTION/REMOVAL:

SIGNATURE OF OFFICER

DATE

LAW ENFORCEMENT AGENCY RESPONSE

LAW ENFORCEMENT AGENCY MUST COMPLETE THIS SECTION AND RETURN THIS FORM TO THE REQUESTOR.
IF THE RECORD WILL BE CHANGED, INCLUDE A COPY OF THIS FORM WITH THE AMENDED SEPARATION RECORD FORM.

The record WILL be amended.

The record WILL NOT be amended.

REASONS FOR CORRECTION/REMOVAL OF RECORDS/REFUSAL:

PRINTED NAME OF LAW ENFORCEMENT AGENCY REPRESENTATIVE

TITLE

SIGNATURE OF LAW ENFORCEMENT AGENCY REPRESENTATIVE

DATE

OFFICER'S WRITTEN STATEMENT OF DISAGREEMENT

OFFICERS MAY SUBMIT A STATEMENT TO REMAIN ON FILE WITH MPOETC EXPLAINING THEIR POSITION AND THE BASIS FOR THEIR DISAGREEMENT WITH DEPARTMENTAL SEPARATION RECORDS FILED WITH MPOETC. WRITTEN STATEMENTS MUST BE ACCOMPANIED BY THIS COMPLETED FORM IAW 7308(c)(2).

WRITTEN STATEMENT (MAY CONTINUE ON ADDITIONAL PAGES AS REQUIRED, BUT MAY NOT INCLUDE ATTACHMENTS OTHER THAN THE WRITTEN STATEMENT):

PRINTED NAME OF LAW ENFORCEMENT OFFICER

ADDITIONAL PAGES ATTACHED:

YES

NO

SIGNATURE OF LAW ENFORCEMENT OFFICER

DATE