**Department of Law**
**Ralph L. Carr Colorado Judicial Center**
**1300 Broadway, 9th floor**
**Denver, CO 80203**
**(720) 508-6721**
**Fax: (866) 858-7486**
**Email: certification@coag.gov**
**https://coloradopost.gov/**

Thank you for your interest in the Renewal Certification Process.
***Please read the following information very carefully.***

**PLEASE NOTE: You are NOT legally permitted to work for an agency as an officer prior to receiving your POST Renewal certification.**

Renewal Process:

- Fingerprints
- Renewal Packet
- POST Written and Skills Exams (Full Test Out)
- Basic Certification Upon Completion

INSTRUCTIONS:

1. Please submit your fingerprints for POST review.

   Out of State: If you are out of state you can order a POST fingerprint card using the Fingerprint Card Order Form. Please go to the "Renewal" page on the POST website for a link to the order form. Instructions will be included with the fingerprint card. Once completed, please send the fingerprint card to the Colorado Bureau of Investigation (CBI). Remember to enclose your certified check/money order for **$39.50 payable to CBI.**

***PLEASE DO NOT SEND FINGERPRINT CARDS TO POST.***

   Colorado: Please visit either the IdentoGo or Colorado Fingerprinting websites to obtain instructions for electronic fingerprinting. Please note some states outside of Colorado have this option available. (Please see the Fingerprint information following this letter.)

2. The following documents are included in the Forms packet. Please complete and return these five documents via email (preferred), fax or US mail:

   - Form 4 – Renewal Application (notarized)
   - Form 11F – Certification Advisory Form (Provisional/Renewal)
   - Skills Proficiency Exams Appeal Rights & Release of Liability
   - Participant's Acknowledgement of the Firearms Test-out Procedure
   - Colorado POST Exam Confidentiality Agreement

In addition, please send **copies** of the items listed below. PLEASE DO NOT send originals.

- Current First Aid AND CPR card (front and back)
- COLORADO Driver's License/ID card (front and back)
  Please send a copy of your current, valid driver's license if you have not yet obtained your Colorado license.
- DD214 or NGB-22 if not previously provided to POST.

**Please do NOT send INCOMPLETE packets, as they will NOT be accepted and will be mailed back to you.**

You may scan **all** documents as **PDFs** and send as one document (if possible) by email (PREFERRED) OR you may fax or send via US mail. Please do not send documents as jpgs. (Fax # is 866-858-7486)

3. POST Test Out
   After your application is approved you must enroll in the one-day test out emailing your preferred date to certification@coag.gov. This includes the POST written exam and the three skills exams (Driving, Firearms, and Arrest Control). Refer to the POST website for a testing schedule and information on any refresher academy's that may be upcoming.

   - Verification & Authorization of Handgun Compliance
     Please submit both items to POST **one-two weeks prior** to the day of the test out. This form must be completed by the certified armorer who inspects the weapon you will be using at the firearms exam (generally the duty weapon issued by your new Colorado agency). A copy of the certified armorer's certificate for the make of the weapon used must accompany this form.

4. After your basic certification is renewed, you are also required to take specific statutorily mandated courses. You may view the Mandated Training page under the Training tab available on our website. Failure to do these trainings will result in your certification being suspended or revoked.

Please visit the POST website at https://www.colorado.gov/post for more information and details. If you have further questions, please contact me directly.

certification@coag.gov
Joe Piccinetti, Compliance Coordinator
720-508-6724
866-858-7486 fax

**POST APPLICANT POLICY & PROCEDURE**
**FOR OBTAINING A FINGERPRINT-BASED BACKGROUND CHECK**
Revised – February 2020

Pursuant to 24-34-303 (1)(f); 24-34-304 C.R.S. and Colorado POST Rule 14 – Fingerprint Based Criminal History Record Check, in order to enroll in any POST approved peace officer training program, or to be permitted to take the POST certification examination, all applicants must submit fingerprints. This includes all academy applicants, renewal applicants, and provisional applicants. Results are carefully reviewed to ensure appropriate eligibility. Pursuant to the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS) Division policy, applicants have specific privacy rights when submitting fingerprints for criminal background checks. Please see attached Noncriminal Justice Applicant's Privacy Rights or click the link at: https://www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights

Per § 24-31-304(3) C.R.S. (2005), it is the applicant's responsibility to provide the Colorado Bureau of Investigation (CBI) with the fingerprints and payment for the state and national fingerprint-based criminal history record check. Upon receipt of the fingerprints and payment for the costs, CBI shall conduct a state and national fingerprint-based criminal history record check utilizing records of CBI and the FBI. The POST Board shall be the authorized agency to receive information regarding the result of a national fingerprint-based criminal history record check.

Per § 24-31-305(1.5)(a) (2005), the POST Board shall deny certification to any person who has been convicted of a felony or ***certain misdemeanors*** after July 1, 2001 that are listed in § 24-31-305(1.5)(b) through (h) (2005), including entering into a **deferred prosecution or pretrial diversion agreement, deferred judgment and sentencing agreement and deferred sentencing agreement; whether pending or successfully completed**. Juvenile adjudications/record are not considered a "conviction" unless filed in adult court.

For questions about POST Rule 8 or criminal convictions, please contact POST directly via email at: POST@coag.gov .

There are two options to submit fingerprints:

1. Go through a law enforcement agency and use a physical POST fingerprint card. (Please note that using the POST fingerprint card ensures that POST always receives the results.)
2. Go through a vendor and submit digital fingerprints.

**POST Fingerprint Card Procedure:**

1. Contact POST and order a fingerprint card.
2. Take POST fingerprint card to a law enforcement agency to roll your fingerprints. The law enforcement agency will roll the applicant's fingerprints and charge any required fee for the process to the applicant. (Live Scan may be used **if the agency has set up an account with CBI to conduct fingerprints for POST.**)
3. The applicant will forward the completed fingerprint card to **CBI**, accompanied by a certified check or money order, made out to CBI in the amount of **$39.50** (CBI **does not** accept personal checks).

Send completed cards to: Colorado Bureau of Investigation
Attention: Fingerprint Identification
690 Kipling, Suite 3000
Denver, CO 80215

****PLEASE DO NOT MAKE THE CHECK OUT TO POST OR SEND THE FINGERPRINT CARD TO POST**
as it will significantly delay the process. **

4. The CBI and FBI will notify POST directly of any criminal conviction, if one exists. If a conviction is determined to prevent the applicant from becoming certified, POST will notify the applicant or the academy of such information. If enrolled in an academy, the academy **shall** take appropriate measures to immediately dismiss the person from the academy, pursuant to Rule 14 (f)(V).
5. If an applicant is found to have a felony conviction or de-certifying misdemeanor, and not be associated with an academy, POST will notify the applicant.
6. Per FBI policy, POST will provide a copy of the criminal record upon request by the applicant and positive verification of the applicant's identity. POST will notify the applicant they have the right to challenge the accuracy of the information on the criminal record and provide the applicant with information and resources regarding the challenge process.
7. For a challenge of Colorado state record please see details at: https://www.colorado.gov/pacific/cbi/identity-theft-and-mis-identification. An applicant can also take their dispute directly to the arresting agency. The applicant with a record may also direct their challenge regarding the accuracy or completeness of any entry on their record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. See details at: http://www.fbi.gov/file-repository/challenge-brochure.pdf/view
8. POST will allow an appeal period of up to 30 days for the applicant to complete a challenge of criminal background accuracy.

*The national criminal history record check generally takes approximately 2-3 weeks to complete when submitted via fingerprint card; however, it generally takes up to 72 hours when done electronically.*

**APPLICANT**
* See Privacy Act Notice on Back

FD-258 (REV.3-1-10) 1110-0046

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

**Must have full name including middle. If no middle, write "NMN."**

FBI LEAVE BLANK

**Circle FBI**

SIGNATURE OF PERSON FINGERPRINTED

**Complete signature of applicant**

ALIASES AKA

**Other names including maiden and nicknames.**

ORI COCBI0000 COLORADO B OF I DENVER, CO

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH Month Day Year DOB

CITIZENSHIP CTZ

| SEX | RACE | HGT. | WGT. | EYES | HAIR |
|---|---|---|---|---|---|
| | | | | | |

PLACE OF BIRTH POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. CO NCJ1995

LEAVE BLANK

EMPLOYING ADDRESS

COLORADO POST PEACE OFFICER STANDARDS and TRAINING

POST-Dept of Law
1300 Broadway, 9th Floor
Denver CO 80203

FBI NO. FBI

CLASS

ARMED FORCES NO. MNU

REASON FINGERPRINTED

Law Enforcement Licensing Must be submitted by a Law Enforcement Agency 24-31-303(1)(F), CRS and 24-31-304(3), CRS

SOCIAL SECURITY NO. SOC

REF.

MISCELLANEOUS NO. MNU

**THESE BLOCKS MUST BE COMPLETED TO PROCESS THE CARD**

**SEX** - **M or F only**

**RACE** - **Letters only (Pacific Islander-PI, Black-B, Indian-I, White or Hispanic-W)**

**HGT** - **Three digit numbers only (i.e. 6 foot 10 inches - 610)**

1. R. THUMB

**WGT** - **Listed as two or three digits only**

5. R. LITTLE

**EYES** - **Blue-blu, Brown-bro, Black-blk, Green-grn, Hazel-haz**

**HAIR** - **Blond-bln, Brown-brn, Black-blk, Red-red**

**DOB** - **Must be in the order given - Month, Day and Year**

**POB** - **Must show city and state (Denver, CO)**

6. L. THUMB

**Fill in all required areas of the card.**

10. L. LITTLE

**Fee for POST search is $39.50. Payment in the form of a certified check or money order must be made out to CBI (Colorado Bureau of Investigation). No personal checks will be accepted.**

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

**Colorado Applicant Background Services (CABS) Procedure:**

1. Please confirm availability of this option with your academy/agency prior to setting an appointment.
2. Register online at one of the following vendor sites and set an appointment for fingerprinting.
   a. **Idemia** (dba **IdentoGo**) **https://uenroll.identogo.com/** or 844-539-5539
   Applicants will use this link and enter the service code as the first step to register and set their appointment:
   Peace Officer Standards and Training – POST Board
   Service code: **25YH81**

   b. **Colorado Fingerprinting** **http://www.coloradofingerprinting.com/** or 720-292-2722
   Applicants will use this link and create an account, use the following code, schedule an appointment.
   Peace Officer Standards and Training – POST Board
   **1995POSI**
3. Provide payment via credit/debit card for the fingerprinting fee of **$10.00**, and CBI's processing fee of **$39.50**. After payment, the applicant will receive an "Order ID" used to identify the applicant at his/her appointment.
4. The applicant will provide a **photo ID** and the Order ID at the time of appointment.
5. Live scan prints, a digital photo of the individual, and a digital signature will be submitted to CBI.

**Out-of-state applicants:**

1. Enroll online and schedule an appointment with the vendor in his/her state, if available.

OR

2. If there is no vendor location in the applicant's state of residence, the applicant should order a physical fingerprint card from Colorado POST, and submit the fingerprint card to CBI, per instructions provided with the card OR send it to a vendor for conversion.

For general information please see Privacy Statement at:
https://www.fbi.gov/services/cjis/compactcouncil/privacy-act-statement)

Please feel free to contact POST with any questions. Thank you.

# RENEWAL PACKET CHECKLIST

(Revised 02/26/20)

| | |
|---|---|
| **Applicant Name** | |
| **Colorado Agency** *(if applicable)* | |

Please submit completed packets electronically to certification@coag.gov. In order to expedite processing, we ask that you combine all forms and documents into one pdf file. You are not required to provide the Armorer's Certificate or the Handgun Verification & Authorization form until enrolled in a Test Out.

## REQUIRED POST FORMS

- ☐ Form 4 (All fields must be completed)
- ☐ Form 11F (All fields must be completed)
- ☐ Exam Confidentiality Agreement
- ☐ Skills Proficiency Exams Appeal of Rights & Liability
- ☐ Participants Acknowledgement of Test Out Procedures

## REQUIRED SUPPLEMENTAL DOCUMENTATION

- ☐ First Aid and CPR Certificate(s)
- ☐ DD214 or NGB-22 *(if not previously provided to POST)*
- ☐ Copy of Colorado Driver's License

## REQUIRED TEST OUT FORMS *(NOT required for Refresher Academy Applicants)*

- ☐ Verification & Authorization of Handgun Compliance *(submit 10 days prior to Test Out)*
- ☐ Armorer's Certificate/ Diploma *(submit 10 days prior to Test Out)*

**Colorado Department of Law - POST**
**1300 Broadway 9th Floor**
**Denver, CO 80203**
**post@coag.gov**
**720-508-6721 FAX 866-858-7486**

**Application For**

# Renewal of Basic Certification

*January 2019*

**FORM**

# 4

Last Name _____ First _____ Full Middle _____

Home Address _____ City _____ State _____ Zip _____

Mailing Address (if different from above) _____ City _____ State _____ Zip _____

Other Names _____ Email _____

Cell phone: _____ Alternate phone: _____

Date of Birth: _____ Colorado PID# _____ (*000000 or 0000-0000*)

1. ☐ My most recent Colorado law enforcement employment:

   Agency _____ From: _____ To: _____

2. ☐ I possess current first aid and CPR certification. *(Attach copy of front and back of each card.)*

3. ☐ My fingerprints have been submitted to the Colorado Bureau of Investigation.
   *(Fingerprints must be current within one year of certification.)*

4. ☐ I have ☐ have not been convicted of any felony or any misdemeanor as referenced in § 24-31-305(1.5) C.R.S.
   ☐ I have ☐ have not entered into an adult pretrial diversion, deferred judgement/sentencing or deferred prosecution, pending or complete, for any above referenced offenses after July 1, 2001.
   ☐ If I have been convicted of a referenced misdemeanor, I have received a variance from POST.

5. ☐ I am not under investigation or pending investigation for any felony or any misdemeanor referenced in § 24-31-305(1.5), C.R.S.

6. ☐ I have ☐ have not served in the U.S. Military and have not been released or discharged under dishonorable conditions. *(Attach copy of official discharge documents showing Character of Service.)*

7. ☐ I am a United States citizen.
   ☐ I am not a United States citizen, but am legally permitted to work in the U.S. *(Attach verification)*

8. ☐ I possess a valid Colorado driver's license or Colorado identification card. (*Attach copy)*

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS AFFIDAVIT AND ACCOMPANYING DOCUMENTS AND, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE TRUE, CORRECT AND COMPLETE. I FURTHER ACKNOWLEDGE THAT ANY FALSE STATEMENT, MISSTATEMENT, OR INACCURACY MAY RESULT IN REVOCATION OF MY CERTIFICATION, AS WELL AS CRIMINAL PROSECUTION.**

_____ State of _____
*Applicant's Signature*

County of _____

Signed before me this _____ day of _____ , _____

My Commission Expires: _____--_____--_____

_____
NOTARY PUBLIC

# CERTIFICATION ADVISORY FORM (Provisional/Renewal)

*June 2019*

**FORM**

# 11F

**Colorado Department of Law**
**Criminal Justice Section, POST Board**
**1300 Broadway, 9th Floor**
**Denver CO 80203**
**post@coag.gov 720-508-6721**
**FAX 866-858-7486**

**NOTE:** This form shall be completed by applicants submitting fingerprints for a criminal history background check who are **not associated with a POST academy**

_____

(PRINT) Applicant's Last Name First Name Full Middle Name

**PART I – APPLICANT STATEMENT**

Initials

_____ Pursuant to § 24-31-303, C.R.S., all persons seeking POST certification shall submit fingerprints through the Colorado Bureau of Investigation and the Federal Bureau of Investigation for criminal background investigation.

_____ Pursuant to § 24-31-305(1.5), C.R.S., POST **shall not** certify any person who has been convicted of a felony or certain misdemeanors, or who was released or discharged from the Armed Forces of the United States under dishonorable conditions. The only exception shall be if the Board has granted the person an exemption from denial of enrollment. **PLEASE CONTACT POST REGARDING CONVICTIONS, DEFERRRED MATTERS and SEALED CASES.**

_____ Pursuant to the FBI CJIS division policy, all persons submitting fingerprints for POST certification process **shall** receive a **Privacy Act Statement** https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement and **Privacy Rights form** http://www.fbi.gov/file-repository/challenge-brochure.pdf/view explaining his/her rights, including the appropriate use of fingerprint results. The process to challenge the accuracy of information contained in criminal history records is explained at: http://www.fbi.gov/file-repository/challenge-brochure.pdf/view.

_____ Pursuant to Federal Law, it is unlawful for any person to possess a firearm who has been convicted in any court of a crime of domestic violence OR is subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner OR is subject to a court order that prohibits such person from possessing a firearm.

_____ POST certification **does not** guarantee that an applicant will either receive or be appointed as a peace officer.

_____ Pursuant to Federal Law and § 24-76.5-103, C.R.S., a certified peace officer must be a United States citizen or legal resident who is lawfully present in the United States, OR is legally permitted to work in the U.S.

_____ **I CERTIFY THAT I HAVE READ THE ABOVE STATEMENTS AND THESE LAWS AND CONDITIONS HAVE BEEN EXPLAINED TO ME. I HAVE INITIALED EACH ONE, AND BY SIGNING BELOW, I AGREETHAT I AM FULLY AWARE OF EACH ONE.**

_____ _____

Signature of Applicant Date

**Phil Weiser**
Attorney General

**Natalie Hanlon Leh**
Chief Deputy Attorney General

**Eric R. Olson**
Solicitor General

**Eric T. Meyer**
Chief Operating Officer

**STATE OF COLORADO**
**DEPARTMENT OF LAW**

**RALPH L. CARR**
**COLORADO JUDICIAL CENTER**
1300 Broadway, 9th Floor
Denver, Colorado 80203
Phone (720) 508-6000

**Peace Officer Standards and Training**

# CONFIDENTIALITY AGREEMENT
# Colorado POST Certification Exam

As a candidate to become a Colorado POST-certified peace officer, I agree to the following terms and conditions of this Confidentiality Agreement concerning my participation in the certification exam:

1. I understand the contents of this exam contain secure and confidential material and must remain so indefinitely.

2. I will not discuss any part of this certification exam, as described below in #3, with <u>any person</u>, including but not limited to:

   - any current, former or future members of any police agency, within or outside of Colorado, including those at the academy or college which I attended;
   - any candidates having already participated in the process or candidates waiting to participate;
   - any other individual inside, or outside, of the law enforcement community;
   - any members of city or county government;
   - any members of the press;
   - any agents of test preparation firms; or
   - any other person who has the potential to communicate this secure information to any other person.

3. The certification exam information to be held secure and confidential includes, but is not limited to, the following:

   - the specific exercise instructions, requirements or content;
   - the test questions and possible answers;
   - any secure and confidential specifics regarding how the assessment will be administered;
   - the specific rating criteria and rating dimensions utilized in this assessment process;
   - the specific sections of the source material from where written examination items were drawn.

_____ Initials

**<u>READ AND SIGN OTHER SIDE!</u>**

4. I will not use any part or portion of the above-described certification exam for my own personal or professional purposes.

5. I will not discuss or share with any person, group or department any conclusions I or others draw from participating in this Colorado POST certification exam, if discussing or sharing those conclusions would reveal any confidential information.

6. I understand that upon a violation, or suspected violation, of this Confidentiality Agreement, Colorado POST and my future agency, if I am so employed, will be notified and possible legal action taken against me.

By signing and dating this Confidentiality Agreement in the spaces below, I certify I have read and understand this agreement in its entirety, and I agree to be bound by its terms.

Name (print): _____

Signature: _____

Date: _____

**Department of Law**
**Ralph L. Carr Colorado Judicial Center**
**1300 Broadway, 9th floor**
**Denver, CO 80203**
**(720) 508-6721**
**Fax: (866) 858-7486**
**Email: certification@coag.gov**
**https://coloradopost.gov**

# SKILLS PROFICIENCY EXAMS
# APPEAL RIGHTS AND RELEASE OF LIABILITY

I acknowledge:

1. The range of difficulty in the demonstration of such skills proficiencies includes multiple degrees of physical exertion
2. Skills exams are for testing, not training
3. The exams are based on the Colorado POST Skills Proficiency Manual
4. The examination process is an open environment
5. Proficiency will be closely evaluated

As a participant in this testing process, the following Appeal Rights apply:

1. Per Board Rule 16(d): Any protest or challenge to an examination or its administration must be made in writing within ten (10) days of the examination. The Director shall issue his decision in writing within twenty (20) working days.
2. The decision of the Director shall be final, unless appealed to the Board in accordance with Rule 3(b).

**Liability Release**
In consideration of the opportunity to test out of the skills training requirements as set forth in Colorado POST rules, the undersigned releases and discharges: the State of Colorado, the Department of Law and the Colorado Attorney General; the Colorado POST Board, Staff and each of its members including, but not limited to, SME Skills Committee Members and Evaluators; and all current and former employees and agents of the above-named entities from any and all claims, whether in an individual or official capacity, for any injury, damage, liabilities, expenses, loss of service, or other damage that the undersigned may suffer as a result of the undersigned's participation in the skills proficiency test-out process. The undersigned further agrees not to sue, appeal, challenge or otherwise seek damages or injunctive relief from any of the above named entities or persons in any court of law or administrative forum.

_____

Signature Date

_____

Printed Legal Name

# PARTICIPANT'S ACKNOWLEDGMENT OF THE FIREARMS TEST-OUT PROCEDURES

I, _____, fully understand and will comply with the following firearms test-out rules:

1) I must successfully pass the entire Block #1 of Safety, Maintenance, and Weapons Management before proceeding to Block #2. This includes writing the four Firearms Safety Rules. If I fail Block #1, I will not be allowed to continue and must re-schedule the test-out with POST on another date.

2) I will be permitted three (3) formal attempts at a skills test out to successfully pass Block #2 (Handgun Qualification Course). Should I fail all three formal attempts, I will be required to attend the entire firearms portion of either a POST Basic Academic Training Program or a Reserve Academic Training Program. Attendance for a specific academy skills program is not automatic. Arrangements must be made by the student with an academy director's approval. Acceptance is entirely at the director's discretion.

3) If I choose not to continue with a second or third qualification attempt during Block #2, I can stop, get additional practice, and retest the 2nd or 3rd attempt at another skills test or location. **I realize I must pay an additional skills test out fee if I take a time out and must contact the Compliance Coordinator to schedule the last attempts.**

4) If during any stage of qualification, I incur an unanticipated malfunction, I may be given an "alibi" provided that – in the opinion of the SME member overseeing the qualification – I made an immediate effort to properly clear the malfunction but was unable to safely do so within the prescribed time limit. The stage may be re-shot at the discretion of the SME member.

5) I must test with a semi-automatic pistol which has been inspected for serviceability and safety by a currently certified armorer. I will have a minimum of 75 rounds of new factory loaded ammunition in my possession.

6) I MUST ADHERE TO THE 4 FIREARMS SAFETY RULES WHILE DEMONSTRATING, DESCRIBING, OR IN ATTENDANCE AT THE ENTIRE FIREARMS TESTING. ANY VIOLATION OF THESE 4 RULES WILL RESULT IN IMMEDIATE FAILURE OF THE TESTING AND REQUIRE REMOVAL FROM THE TESTING AREA.

Signed: _____ Date: _____

(10/26/18)

**Phil Weiser**
Attorney General

**Natalie Hanlon Leh**
Chief Deputy Attorney General

**Eric R. Olson**
Solicitor General

**Eric T. Meyer**
Chief Operating Officer

**STATE OF COLORADO**
**DEPARTMENT OF LAW**

**RALPH L. CARR**
**COLORADO JUDICIAL CENTER**
1300 Broadway, 10th Floor
Denver, Colorado 80203
Phone (720) 508-6000

**Peace Officer Standards and Training**

Stage One of Block #1 of the Firearms Skills testing requires that the participant write the four POST Firearms Safety Rules as stated below.

## FOUR RULES OF FIREARMS SAFETY

1. **All weapons must be treated as if they are always loaded**

2. **Never let the muzzle of a weapon point at anything you are not willing to destroy**

3. **Keep your finger off the trigger and out of the trigger guard until the sights are on the target and you are prepared to shoot**

4. **Always be certain of the target and beyond**

**If the participant is unable to complete Stage One, they will not be permitted to continue and this will count as failure of the Firearms Skills exam.** Additional attempts, up to three total, must be coordinated by POST staff with a Firearms SME member, and payment of $125.00 for each attempt must be submitted prior to the exam.

**Department of Law**
**Ralph L. Carr Colorado Judicial Center**
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**Email: certification@coag.gov**
**https://coloradopost.gov**

# Colorado POST "Skills Testing" Letter for VERIFICATION AND AUTHORIZATION OF HANDGUN COMPLIANCE

(Submit with Armorer's Certificate 10 days prior to test out)

Date:_____ Firearms Test Applicant Name:_____

TO WHOM IT MAY CONCERN:

I, _____, being a factory-certified armorer **OR**
(PLEASE PRINT FULL NAME)
possessing a gunsmith training certificate, verify the following handgun to be within minimum factory specifications and is in a safe working condition:

MAKE OF HANDGUN: _____

MODEL OF HANDGUN: _____

CALIBER OF HANDGUN: _____

SERIAL NUMBER OF HANDGUN: _____

REGISTERED OWNER: _____

OWNER'S ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP CODE: _____

I have inspected, disassembled, reassembled, and tested this weapon and I verify it is safe to operate and meets minimum factory specifications and factory installed safety components.

Signed:_____

I have attached a photocopy of my factory armorer certification **OR** a photocopy of a diploma from a gunsmith training program.