

MICHIGAN DEPARTMENT OF CORRECTIONS

EMPLOYEE REQUEST FOR MDOC LETTER TO THE COUNTY CLERK

This form is for a current Michigan Department of Corrections employee to request an official letter from the Department for submission to the County Clerk pursuant to 2015 PA 206 and 2015 PA 207 which revised MCL 28.425o, MCL 28.421, MCL 28.425b, MCL 28.428, and MCL 28.432a, effective December 1, 2015. The County Clerk is the entity responsible for granting or denying any concealed pistol carry request. The Department will only provide factual information in accordance with MCL 28.425b, Section 5b(22)(a)(ix) and (22)(a)(x).

Please legibly print the information requested and submit the form to your local Human Resources Office:

1. Employee Full Name: _____
 2. Employee HRMN ID Number: _____
 3. Employee Date of Birth: _____
 4. Employee Current Classification: _____
 5. Current Work Location: _____
 6. I would like:
 - a. To pick up the letter in-person from the HR Office: _____
 - b. The HR Office to mail the letter to me at the following address: _____

 7. Signature of Employee: _____
 8. Date: _____
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**DO NOT FILL IN INFORMATION BELOW THIS LINE
FOR HR OFFICE DATE STAMP AND NOTES ONLY**