



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

RICK SNYDER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

(INSERT DATE)

Former Employee Name
Former Employee Home Address

RE: Concealed Pistol License (CPL) Information Regarding 2015 PA 206 and 2015 PA 207

Dear former employee (INSERT NAME),

On (INSERT DATE) the (LIST FACILITY) received your request asking for the Department to provide written verification in accordance with 2015 PA 206 and 2015 PA 207.

As of the date of this correspondence:

1. Your Civil Service Classification at the time of your separation from State service was: (INSERT CIVIL SERVICE CLASSIFICATION).
2. You separated from State service on: (INSERT DATE).
3. You had/had not (SELECT ONLY ONE) obtained a Michigan Department of Corrections weapons permit during your employment with the MDOC.
4. Our records indicate that you were: (SELECT ONLY ONE, DELETE THE REMAINDER OPTIONS)
 - a. Separated from State service, are receiving retirement benefits and retired in good standing.
 - b. Separated from State service, are receiving retirement benefits, but did not retire in good standing.
 - c. Separated from State service, are not receiving retirement benefits, and separated in good standing.
 - d. Separated from State service, are not receiving retirement benefits, and did not separate in good standing.

Please note that the Michigan Department of Corrections does not opine whether you should or should not be issued a CPL or the condition(s) of the CPL, if any. Those decisions are made by the County Clerk in the county in which the request is made.

Sincerely,

(INSERT NAME OF FACILITY PERSON, TITLE)
(INSERT FACILITY WHERE PROCESSED)
(INSERT FACILITY CONTACT PHONE NUMBER)

C: File

(Rev. 1-7-2016)