

MICHIGAN DEPARTMENT OF CORRECTIONS

FORMER EMPLOYEE REQUEST FOR MDOC LETTER TO THE COUNTY CLERK

This form is for a former 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 former Human Resources (HR) Office, the HR Office nearest to you or to the Central Office HR located at Grandview Plaza, 206 E. Michigan Ave., P.O. Box 30003, Lansing, MI 48909:

1. Full Name: _____
2. Former HRMN ID Number: _____ Date of Birth: _____
3. Classification at Date of Separation: _____
4. Date of Separation: _____ Phone Number: _____
5. 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: _____

Under penalty of perjury, I swear and affirm that the information is accurate and I authorize the MDOC to provide the personnel information to me:

Signature of Former Employee: _____ Date: _____

Subscribed and sworn to before me, a Notary Public, on the _____ day of _____, 20____.

Name of Notary: _____.

Notary public, State of Michigan, County of _____.

My commission expires _____ . Acting in the County of _____.

Date _____.