



DON LEOSA Application Checklist

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All Applicants

- **All applicants must submit the following documentation when applying for the LEOSA card**
 - **SECNAV 5580/1, DON LEOSA Application**
 - **Ensure all applicable blocks are initialed and/or signed**
 - **Do not submit pages 3 or 4**
 - **Defense Consulting Services online application**
 - **Ensure all applicable blocks are dated, initialed and/or signed**
 - **Ensure it is notarized**
 - **Color copy of state driver's license or government issued identification with photograph (not Common Access Card)**
 - **Color passport photograph that meets State Department requirements**
 - **Payment: either money order, cashiers check or PayPal**
 - **926B Applicants: \$140 (or \$145 if paying via PayPal)**
 - **926C Applicants: \$160 (or \$165 if paying via PayPal)**
- **In addition to these items, please submit additional items listed in slides 3 and 4 based on which card you are applying for**



926B Applicants

- **926B applicants refer to the following individuals**
 - **Active duty and Reserve Master-At-Arms (MA)**
 - **Active 649X Limited Duty Officers**
 - **Active 749X Warrant Officers**
 - **Active 0083 Police Officers**
 - **Active 1810 General Investigators**
 - **Active 1811 Criminal Investigators**
- **Applicants with a rating other than those listed above but has earned a 9545 NEC (Law Enforcement Specialist) do not qualify for a LEOSA card**
- **All 926B applicants must submit the following supporting documentation with their application**
 - **Endorsement Memo from Commanding Officer (or first O-6/GS-15 in chain of command)**
 - **Copy of MA graduation certificate (for MAs, 649X, 749X only)**
 - **Copy of Navy approved law enforcement training certification (either FLETC or Region Training Academy)**
- **926B cards expire 5 years after issuance**



926C Applicants

- **926C applicants refer to the following individuals**
 - **Retired and Separated Master-At-Arms (MA)**
 - **Retired and Separated 649X Limited Duty Officers**
 - **Retired and Separated 749X Warrant Officers**
 - **Retired and Separated GS employee with a 0083, 1810, or 1811 job series**
- **Applicants with a rating other than those listed above but has earned a 9545 NEC (Law Enforcement Specialist) DO NOT qualify for a LEOSA card**
- **All 926C applicants must submit the following supporting documentation with their application**
 - **FBI Background check letter (see links on CNIC page)**
 - **DD-214 Member Copy 2, 3 or 4 for retired/separated military personnel (please provide DD-214s for all years of service)**
 - **SF-50s for retired/separated 0083 police officers**
 - **SF-50s must reflect at least 10 years of police officer duties**
 - **Pay attention to position numbers in blocks 7 and 15 of SF-50**
- **All separated applicants must have performed 10 years of police duties**
- **Applicants medically separated/retired are exempt from 10 year requirement**
- **926C cards do not expire and are valid indefinitely**



926C Applicants (continued)

- ***Retired means: Retired from the Navy in a Law Enforcement Career Field***
 - ***Separated refers to two things:***
 - ***Still actively serving in the Navy but no longer in a Law Enforcement Career Field (i.e. Cross-Trained), but after serving 10 years as a LEO***
 - ***Separated from the Navy but after serving 10 years as a LEO***
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