

A note from . . .



**Sgt. II Peter Harris, 27304**  
**OIC - Retirement Section**  
**Personnel Division**  
**Los Angeles Police Department**  
**(213) 486-6610**

**To:** All Retired LAPD Officers residing outside California

**Subject:** REQUIREMENTS TO RENEW YOUR RETIRED POLICE OFFICER ID CARD  
(CCW Approved or CCW Restricted)

Pursuant to the California Penal Code Section 25475 that governs the renewal of retired police officer IDs (whether CCW-approved or CCW-restricted), LAPD Personnel Division – Retirement Section will be asking you to submit some new requirements.

These new requirements are necessary to ensure that the Department will only be issuing retired police officer ID cards to retired sworn employees who have remained in good standing as private citizens and are mentally, physically and legally qualified (for those who are CCW-approved) to handle a concealed and loaded firearm. These requirements are as follows:

- Recent passport-sized **photograph** (white background)
- Copy of **HR 218 qualification** card or stub
- Request for **Live Scan Service** form

The first two requirements can be emailed to us at [rco@lapd.online](mailto:rco@lapd.online) or sent via regular mail to the following address:

Los Angeles Police Department  
Personnel Division - Retirement Section  
100 W. First St.#228  
Los Angeles CA 90012  
Ref. No. 12.3.1  
**ATTN: RETIREMENT COUNSELOR**

**PHOTOGRAPH**

As your retired police officer ID is considered an official, government-recognized form of identification, it is imperative that your likeness to the photo on your ID be unmistakable. As such, it is important that the photograph you send us is clear and amply sized (whether sending a soft copy via email or an actual passport-sized photo via regular mail) to ensure that there will be no pixelation and/or discoloration when we scan it to create your new retired police officer ID.

## HR 218 QUALIFICATION

Your HR 218 qualification must be carried in tandem with your retired police officer ID (only if CCW-approved) especially when you are travelling across state lines with your concealed firearm. This is to let local law enforcement know that you are a bonafide retired police officer qualified to carry a loaded and concealed firearm on your person.

Please know that the HR 218 qualification card/stub must be within the past 12 months from the date of your ID renewal request submission and must be renewed annually as per subdivisions (a) and (b) of Section 25475 of the California Penal Code which states,

“(a) An honorably retired peace officer who is listed in subdivision (c) of Section 830.5 and authorized to carry a concealed firearm by this article shall meet the training requirements of Section 832 and **shall qualify with the firearm at least annually.**

(b) The individual retired peace officer **shall be responsible for maintaining eligibility** to carry a concealed firearm.”

## BACKGROUND CHECK SERVICE REQUEST

The request for a background check using your fingerprints and personal information (SSN, DOB, Driver’s License Number, etc.) is to comply with subdivision (c) of Section 25475 of the California Penal Code:

“(c) The Department of Justice **shall provide subsequent arrest notification** pursuant to Section 11105.2 regarding honorably retired peace officers listed in subdivision (c) of Section 830.5 **to the agency from which the officer has retired.**”

The request for background check service is a necessary step towards ensuring that those granted a retired LAPD officer ID have no arrest records or any other reason to be precluded from being granted one along with the Department’s CCW endorsement if they are CCW-approved.

Because you are living outside of California, you will have to request to be fingerprinted by your local law enforcement agency. They will roll your fingerprints on a **traditional fingerprint hard card**. Attached hereto is an image of a fingerprint hard card with the information that will need to be written down on your hard card by the law enforcement agency rolling your prints. This ensures that we will receive the background check report securely in our assigned DOJ web portal and *for the sole purpose of renewing your retired police officer ID* (see attached, under **App type** and **App Title**)

After your prints have been rolled on the hard card, **you will have to mail the hard card and a check in the amount of \$68.00 (Sixty-eight dollars) payable to the California Department of Justice** to the following address:

**CALIFORNIA DEPARTMENT OF JUSTICE  
PRESCAN UNIT, K-111  
PO BOX 903417, SACRAMENTO, CA 94203-4170**

Attached to this letter is an exemplar of a fingerprint hard card with the information that you need to write down on the actual hard card upon which your fingerprints will be rolled on. Please make sure that you write down all the information on the exemplar on your hard card legibly to avoid any confusion and delay in processing your live scan and ensure that the resulting background check report is sent to the DOJ web portal that the DOJ has assigned to the LAPD.

### CCW-RESTRICTED IDS

For those retirees that are immune-compromised or do not wish to risk exposure and potentially becoming infected with the Covid-19 virus by going out to get a live scan/fingerprinting and HR 218 firearms qualification, you can opt to get a CCW-Restricted retired Police Officer ID for the time being. For this, **Retirement Section will need only your recent passport-sized photograph** to renew your retired officer IDs.

**The ID you will be issued, however, will be CCW-Restricted** until such time that you can submit a valid HR 218 qualification (qualified within the last 12 months) and can get a live scan for your background check to change your status to CCW Approved. Please know that this will still be contingent on the condition that your background check comes back clear of any arrest records on both the State and Federal levels.

### ID RENEWAL PROCESSING

Please know that our section will be processing requests for retired officer ID renewals **in the order that we receive each retiree's complete set of requirements** (for CCW-Approved retirees). There has been a considerable backlog (over 500+ renewal requests) that resulted from the cessation of ID renewals in the past months while the Department worked with the DOJ to create the new process being implemented herein.

Corollary to this, CalDOJ has informed us that background checks initiated by live scan or the submission of fingerprints you have undergone recently will take at least 3 weeks to completely process as they are running your prints against three separate databases: State, Federal and Firearms Eligibility. As such, it will take some time for our section to process and mail out your renewed retired IDs.

We request for your patience as we strive to fulfill your ID renewal requests as efficiently as possible. Thank you.