

A note from . . .



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OIC - Retirement Section
Personnel Division
Los Angeles Police Department
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To: All Retired LAPD Officers residing in 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 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.

LIVE SCAN SERVICE REQUEST

The request for live scan 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 live scan service form sent to you either via email or regular mail has a **highlighted area which you will need to fill out with your information**. You will bring this form when you go to the live scan service provider in your area. It is already pre-populated with the ORI number and Mail Code specifically assigned by the DOJ to the LAPD. 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. After undergoing your live scan, DOJ will upload your background check report onto the web portal that the LAPD has been granted access to.

ID RENEWAL PROCESSING

If you have already mailed in your recent photograph and the copy of your HR 218 qualification stub/card, and have already done your live scan, there is nothing left to do but wait for your renewed retired LAPD officer ID to be mailed to the address you gave us when you made your renewal request.

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 those that are **CCW-approved**, we need all three requirements: **1)** recent photograph, **2)** copy of your HR 218 qualification stub/card and **3)** background check report courtesy of the DOJ web portal to process CCW-approved retired LAPD officer ID renewal requests. For those that are **CCW-restricted**, we need only your **1)** recent photograph and **2)** background check report courtesy of the DOJ web portal to process CCW-approved retired LAPD officer ID renewal requests.

There has been a considerable backlog (over 400+ 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. As such, this 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.