



Instructions for the “Application for Authorization to Carry a Firearm on NGA Property by a Law Enforcement Officer”

Instructions:

Upon receipt of this application follow the directions below to ensure entry into the facilities.
Submit only one Agent/Officer per application.

- 1) Complete the application form in its entirety.
 - a) If using Adobe –
 1. Click on the “view” tab at the top of the page
 2. Scroll down and click on “fill & sign”
 3. Click on “add text”
 4. Place cursor in the box, and box with content
 5. Save file as “Armed LEO Authorization-**Last Name**.pdf”
 6. Attach file to email
 - b) If not using Adobe –
 1. Print form
 2. Complete using blue or black ink
 3. Write legibly
 4. Scan form in
 5. Attach scanned form to email
- 2) Email the application to the NGA personnel listed on the application.
- 3) Ensure confirmation is received from NGA Police prior to visiting the facility.
- 4) Upon arriving to the NGA facility, check-in with the NGA Police Officer at the Visitor Control Center.
- 5) Display government issued credentials and a second government issued identification for review.
- 6) Upon receipt of the SIP (A) badge, place the badge underneath the IC badge. The IC badge must be visible at all times.
- 7) Return the SIP (A) badge to the Police at the Visitor Control Center, prior to exiting the facility.



Application for Authorization to Carry a Firearm on NGA Property by a Law Enforcement Officer

The individual whose name appears hereon, is employed by a government agency as a Law Enforcement Officer/Agent, and is authorized by law to carry a firearm in the performance of his/her official duties. The Officer/Agent is hereby authorized by the NGA Police, to carry a firearm on NGA property, for the duration of the visit described below.

<u>Full Name:</u>	<u>Agency:</u>	<u>Date(S) of visit:</u>	<u>Time of visit:</u>

<u>Reason for visit: (Event Name)</u>	<u>NGA Point of Contact (Name, Office, Telephone number)</u>

<u>Areas to be visited (example: Conference Center (Alder, Authur Lundahl, Marie Tharp), Room number, Desk number, etc.):</u>

Please return this form via email, to the addresses listed below, **five (5) business days** prior to your visit. The subject line should read: "Armed LEO Authorization-**Last Name**"

SIPSTRBranchEast@coe.ic.gov SIPPoliceControlCenter@coe.ic.gov SIPSupervisoryStaff@coe.ic.gov

Upon arrival to a NGA facility, NGA Police will verify that all armed law enforcement visitors possess a valid government-issued credential indicating their official position/title. A second form of ID such as a Common Access Card (CAC), driver's license, or IC badge is also required. Failure to produce the required credentials will result in denial of entry. Visiting law enforcement will be issued a SIP (A) badge to be worn in addition to the appropriate IC badge. The SIP (A) badge is to be returned to a NGA Police Officer upon exiting the Visitor Control Center.

This form is not a valid authorization without written confirmation from a SIP supervisor.