

Retired Officer Application Checklist

- Print Application Form (KLETC Form 401) from the KLETC Website (www.kletc.org);
- Complete Form 401 and mail to KLETC no later than 15 days prior to the attempted qualification date;
- Submit a fee, with completed application form, of 1 weapon \$45.59 and 2 weapons \$55.59.
- Submit a copy of your agency issued retired/separated ID card.
- Arrive at the KLETC range on the date and time designated with no more than 2 weapons with which you wish to attempt qualification, 100 rounds of factory- load ammunition for each weapon, eye protection, governmentally issued picture identification and duty style or plain clothes style holster in good repair; holsters must be worn on the shooter's strong side hip.
- Present weapons to KLETC armorer for safety check;
- Attend range safety briefing;
- Successfully complete a short, multiple-choice range safety quiz;
- Sign a release of liability waiver.