

## Iowa Law Enforcement Academy

### **18 USC 926C (LEOSA/HR218): Carrying of concealed firearms by qualified retired law enforcement officers**

For qualifying retired law enforcement officers under 18 USC 926C (LEOSA/HR218), please refer to the following process:

1. Part 1 of the questionnaire must be completed by the former **agency administrator** and submitted to ILEA at the time of **initial** HR218 qualification. In order to confirm that an individual is eligible to qualify under HR218, ILEA must receive verification that the individual left employment in good standing via the questionnaire.
  - a. If you have official documentation, such as a letter or photo identification, stating you are a qualified retired LEO, a copy of that documentation may be accepted in lieu of Part 1 of the questionnaire.
2. Part 2 of the questionnaire must be completed by **the individual** seeking to be qualified and submitted to ILEA at the time of **each** qualification.
3. Qualifications must be administered by a current, **active ILEA approved Firearms instructor**. The ILEA off-duty/LEOSA and Handgun Qualification courses of fire are approved to meet HR218 requirements.
4. Upon a successful qualification, the instructor or individual must submit to ILEA (scanned and sent to [kathryn.fukuda@iowa.gov](mailto:kathryn.fukuda@iowa.gov)) Part 1, if needed, Part 2, and the approved documentation of the successful qualification score, ILEA will update internal records to reflect HR218 **compliance for one year**. Instructors can access HR218 cards through the Acadis portal document library to sign and provide to successful qualifiers. The agency can create and use their own cards if they so desire.
5. ILEA must receive Part 1 (or acceptable alternative in 1a), Part 2, and documentation of successful qualification in order to update internal records. Failure to provide the required documentation to ILEA will result in the HR218 card being voided.



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**Part 1 - AGENCY QUESTIONNAIRE**

**This form only needs to be completed and submitted to ILEA one time**

I hereby affirm the following \_\_\_\_\_ (hereafter, "the Individual")  
[name of qualified retired LEO]

is a "qualified retired law enforcement officer" as defined by 18 USC 926C(c):

The individual separated in good standing from service with a public agency as a law enforcement officer?

Yes      No

Before separating, the individual was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest or apprehension under section 807(b) of title 10, United States Code (article 7(b) of the Uniform Code of Military Justice)?

Yes      No

No medical professional employed by the agency has found the individual to be unqualified to be a law enforcement officer for reasons related to the individual's mental health; **or**

The individual and the agency have not entered into any agreement in which the individual acknowledged he or she was not qualified to be a law enforcement officer for reasons related to individual's mental health?

Yes      No

**To qualify for HR218 certification, all questions must be answered by the separating law enforcement agency as "yes".**

\_\_\_\_\_  
Signature of Separating Agency Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Position of Agency Administrator

\_\_\_\_\_  
Agency Name



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**Part 2 - QUALIFIED RETIRED LAW ENFORCEMENT OFFICER QUESTIONNAIRE**

**This form needs to be completed and submitted to ILEA annually**

I affirmatively swear and affirm that I served as a law enforcement officer for total of 10 years or more; **or** I separated from service with a public agency, after completing any probationary period, due to a service-connected disability, as determined by the agency?

Yes      No

I affirmatively swear and affirm that I am not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

Yes      No

I have produced my valid permit to carry weapons; **or**

I affirmatively swear and affirm that I am not prohibited by Federal or State law from receiving or possessing a firearm.

Yes      No

**To obtain HR218 qualification, all questions must be answered by the qualified retired law enforcement officer as “yes”.**

With my signature below, I certify that all of the information provided above is true and correct. Under penalty of perjury, and pursuant to the laws of the State of Iowa, I hereby certify that to the best of my knowledge and belief, the answers above are true and correct.

\_\_\_\_\_  
Signature of Qualified Retired LEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Qualified Retired LEO

\_\_\_\_\_  
Email Address for Qualified Retired LEO



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**Documentation of Successful Qualification**

**This form needs to be completed and submitted to ILEA annually**

I hereby affirm the following \_\_\_\_\_ has successfully completed:  
[printed name of qualified retired LEO]

\_\_\_\_\_ ILEA Off-Duty/LEOSA Qualification Course

\_\_\_\_\_ ILEA In-Service Qualification Course

**To obtain HR218 qualification, the qualified retired law enforcement officer must successfully complete one of the approved qualification courses listed above.**

With my signature below, I certify that all of the information provided above is true and correct. Under penalty of perjury, and pursuant to the laws of the State of Iowa, I hereby certify that to the best of my knowledge and belief, the answers above are true and correct.

\_\_\_\_\_  
Signature of Qualified Retired LEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Approved Instructor

\_\_\_\_\_  
Signature of Approved Instructor

