

DEFENSE CONSULTING SERVICES, LLC
DCS Operations Center – 15750 IH 10 W – San Antonio TX 78249

LAW ENFORCEMENT OFFICER SAFETY ACT
SERVICE REQUEST FORM

PART I
Service Request Form Requirements

In order for Defense Consulting Services (DCS) to process your Service Request, the following Personally Identifiable Information (PII) and Sensitive Personally Identifiable Information (SPII) is required.

1. Applicant Full Name (PII)	5. LEOSA Credential Number (Not PII)
2. Applicant Telephone Number (Not PII)	6. OLD Residential Address (PII)
3. Social Security Number (SPII)	7. NEW Residential Address (PII)
4. Applicant Email Address (PII)	8. Processing Fee (See Below): Money Order or Cashier's Check ONLY NOTE: All Fees Are Nonrefundable

PART II
Processing Instructions

Step 1: Please ensure all of the above information is provided

Step 2: Mail Service Request Form and payment (**Money Order/Cashier's Check**) to: Defense Consulting Services, LLC
 15750 IH 10 W
 San Antonio, Texas 78249

PART III
Office Information

DCS Ops Center Phone #	(866) 384 – 3570 x opt 5
LEOSA Dedicated Questions Email Address	leosa.questions@defenseconsultingservice.com

PART IV

LEOSA Credential Prorated Formula (Replacement/Transitioning)

Address Change Only	Replace Lost/Stolen Credential All lost or stolen credentials will be flagged; a new credential number will be assigned	Change Credential Category (ex: Replace 926B with 926C)
\$25.00	\$75.00	4 years or more full cost: 926B: \$140.00 926C: \$160.00 New Expiration Date
Note: Applicants changing credential category must include the applicable LEOSA Credential Application.		

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PART V
PRIVACY ACT STATEMENT

I _____ (printed) authorize release of my personal information to Defense Consulting Services, LLC which is protected under the Privacy Act of 1974.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and I am the person named above (requester) and I understand any falsification of this statement is punishable under the provisions of Title 18, U.S.C. Section 1001 by a fine of not more than \$10,000.00 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of Title 5, U.S.C. Section 552a(i)(3) by a fine of not more than \$5,000.00.

PRINCIPAL PURPOSE(S): To obtain information for the purposes of validating the identity of the applicant and review of criminal history summary for the issuance of a Law Enforcement Officers Safety Act (LEOSA) Credential in accordance with DoDI 5525.12/Implementation of the Amended Law Enforcement Officers Safety Act of 2004, DODI 5525.15/Law Enforcement (LE) Standards and Training in the DoD. Your PII and SPII is solicited solely for creating files and updating Department of Defense Information Systems.

What service are you requesting? (Circle) (Money Order or Cashier's Check)	1. Address Change Only: \$25.00 2. Replace Lost/Stolen Credential: \$75.00 3. Change Category (less than 4 years old): \$75.00 4. Change Category (more than 4 years old): \$140.00: 926B \$160.00: 926C-Retired \$160.00: 926C-Separated
Name (Last, First, Middle)	
Telephone Number	
Service Branch	USAF USA USN
E-mail Address (GOVERNMENT E-MAILS WILL BE BLOCKED)	
Current Credential Type (Circle)	926B 926C-Retired 926C-Separated
Credential Number	
OLD Address	City: State: Zip Code:
NEW Address	City: State: Zip Code:
NEW State of Residence	

Applicant Signature: _____ Date: _____