

Certification of Out-of-State Police Officer

Important: Read instructions before you complete and submit this application.

If you were a police officer in another state, you may be eligible to purchase up to four years of retirement credit for that service. You must be a police officer as defined in ORS 238.005(16) currently employed as a police officer by the state of Oregon or political subdivision of the state of Oregon, and cannot be entitled to a pension or retirement allowance by reason of that service under a public plan or system offered by the other state or by a political subdivision of the other state. PERS strongly recommends that you start this process early since the certification must be completed and submitted to PERS prior to PERS completing your benefit estimate.

The certification process: It may take weeks or months to gather the information required from your out-of-state police department, and that state's retirement system so our recommendation is you start this certification process early.

General instructions

- Type or print clearly in dark ink. Illegible forms may be returned.
- Make a copy of all forms for your records.
- You are responsible for obtaining the certification and submitting this completed form to PERS.

Section A: Member information

Fill out this section completely.

Providing your Social Security number (SSN) is voluntary. It will be used for confirmation purposes. If you choose not to supply your SSN, it may take PERS staff longer to process your form.

If you do not know your PERS number, leave the PERS number blank.

Please provide your phone numbers and e-mail address so we can reach you with information or questions about your application.

Section B: Member's out-of-state employer information

Member must fill out this section completely.

After you have completed Section B, please submit this form to each of your out-of-state employers.

Section C: Out-of-state employer information

This section is to be completed by each of the **out-of-state employer(s)**.

Forward this form to the **retirement system** in which the member was enrolled during the time of service.

Section D: Out-of-state retirement system information

Note to member: The **retirement system** in which you participated during the period of **out-of-state employment** completes this section.

Instructions to retirement system: The member named in Section A may be eligible to purchase additional service time with the Oregon Public Employees Retirement System. Please fill this section out completely so we can determine eligibility.

Name: _____ Social Security number: _____

Section C: To be completed by out-of-state employer

The member named in Section A of this form is a member of the Oregon Public Employees Retirement System (PERS) and wishes to establish retirement credit for an **out-of-state police officer**. Please complete this section for service rendered by the member named in Section A. Your prompt response is requested to avoid an unnecessary delay in the retirement process.

Name of employer	Term of service				Full-time	Part-time	If part-time, full-time equivalent	Number of months served
	From		To					
	Month	Year	Month	Year				

I certify the member named in Section A was employed as a police officer during the term of service listed above.

From the official records of _____
Name of public employer

Address _____ Phone number _____

Signature _____ Title _____ Date _____

Please forward this completed form to the **retirement system** in which this person was enrolled during the above term of service. Thank you for your assistance.

Section D: To be completed by out-of-state retirement system

PERS law does not allow retirement credit for service time if the member named in Section A is receiving or entitled to receive a pension or retirement allowance for that same period. To help us determine eligibility, please answer the following questions:

- 1. Was the individual ever a member of your public retirement system? Yes No
- 2. Is this individual eligible for or entitled to periodic benefit payments from your system? Yes No
- 3. Did the individual refund, withdraw, or forfeit his/her contributions and interest? Yes No
- 4. Is this an employer-sponsored retirement plan for public employees? Yes No

If no, explain the type of plan _____

From the official records of _____
Name of retirement system

Address _____ Phone number _____

Signature _____ Title _____ Date _____

Please return this completed form to the member named in Section A.

The member is responsible for obtaining the certification and submitting this completed form to PERS.

Thank you for providing the requested information.