BASIC APPLICANTS

Individuals who are currently certified in Pennsylvania or who retired within the past three years with a certification in Pennsylvania as a Police Officer, Sheriff, Deputy Sheriff, Attorney General Criminal Law Agent, or other Pennsylvania law enforcement officer (excludes Corrections Officers) may be eligible for waivers and should select the Police/Law Enforcement Officer link and fill out the waiver.

All other individuals should follow the instructions below to apply for initial certification as a Lethal Weapons Agent.

Step 1: Complete an online (Basic Applicant) application using the TACS System. Log in as a First-Time User on the left side of the screen. If the system recognizes your information, you may be instructed to select the other option to log in with your existing profile, also on the left side of the screen. Once you are in the system select the Home Act 235 button and select the Basic Training Application. Scroll down to select “Start Application”. Complete all required information on each screen and submit when you have finished. **This will require a credit card payment of $50.00.**

Step 2: When you submit your application you will receive an automated email from Morphotrust with instructions for scheduling your fingerprint session. You must be fingerprinted at one of the approved Morphotrust locations. You will not receive the results of your fingerprints, these will be forwarded directly to the Lethal Weapons Certification Unit for review.

Step 3: When you submit your application you will also receive a confirmation email from the Lethal Weapons Certification Unit with instructions to download and print the physical and psychological examination forms. **You must undergo a physical and psychological examination at your own expense.** The physicians must be PA licensed and the physicians must submit completed and signed forms to the Lethal Weapons Certification Unit. You may contact the preferred psychologist, Doctor Tanenbaum, at (610) 664-3442.

WAIVERS: Individuals who have completed comparable law enforcement training within the past five years may be waived of the academic training requirement. Individuals who have successfully qualified on a law enforcement firearms course within the past 12 months may be waived of the firearms training requirement. To request waiver consideration, please submit supporting documents to the Lethal Weapons Certification Unit at mplethalweapcert@pa.gov or at the address listed below.

PHOTOGRAPHS: If you do not possess a valid PA driver’s license or are an out-of-state resident you must, in addition to the steps above, submit two (2) passport size photos to the Lethal Weapons Certification Unit at the address below.

PA State Police
Lethal Weapons Certification Unit
8002 Bretz Drive
Harrisburg, PA 17112

Step 4: Upon receipt of official notification you have been approved for training you should schedule training at an Act 235 certified school. A list of certified schools can be found on the [Certified Schools page](#). It is your responsibility to schedule the training after receiving the approval letter.
Step 5: For those signing up for Act 235 at the Chester County Department of Emergency Services, please complete the Registration Fillable Form. Please E-Mail your completed applications to Gerald Lindenlauf (glindenlauf@chesco.org).

Step 6: Upon completion of training, login to TACS (click 'have an account' login using your last name, full birthday: MM/DD/YEAR, and the last four digits of your SSN) to submit the $30.00 certification fee by credit card payment. (We no longer accept checks or money orders.)

### Fee Breakdown:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee - paid in TACS</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fingerprint Fee - paid to MorphoTrust</td>
<td>$22.60</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$72.60</strong></td>
</tr>
<tr>
<td>Certification Fee - paid in TACS</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td><strong>$102.60</strong></td>
</tr>
</tbody>
</table>

Applicants are responsible for confirming that the above listed fees are correct, and full payment of same, in addition to the registration fees charged by the county. (See County Registration Requirement Information Sheet)

### POLICE / LAW ENFORCEMENT OFFICER

Individuals who are currently certified in Pennsylvania or who retired with a certification listed below may be waived of certain requirements for certification under Act 235. Eligible officers must provide required documentation to be considered for waivers (see steps below).

- Police Officer
- Sheriff/Deputy Sheriff
- Attorney General Criminal Law Agent
- Other Pennsylvania law enforcement officer (excludes Corrections Officers)

Step 1: Complete an online (Basic Applicant) application using the TACS System. Log in as a First Time User on the left side of the screen. If the system recognizes your information, you may be instructed to select the other option to log in with your existing profile, also on the left side of the screen. Once you are in the system select the Home Act 235 button and select the Basic Training Application. Scroll down to select “Start Application”.

Please review the application carefully and select the appropriate waiver option before submitting your application.

Step 2: When you submit your application you will receive an automated email from automated email from Morphotrust with instructions for scheduling your fingerprint session. You must
be fingerprinted at one of the approved Morphotrust locations. You will not receive the results of your fingerprints, these will be forwarded directly to the Lethal Weapons Certification Unit for review.

**Step 3:** Once you have been fingerprinted, please complete and submit a Police Officer Exemption to Lethal Weapons Certification Unit in addition to completing the online application in step 1. Please complete and email the exemption form to ra-mpolethalweapcert@pa.gov along with any supporting documentation.

**NOTIFICATION:** Upon review of your application, correspondence will be sent to the address you provided notifying you of the status of your application and providing instructions for further action.

**Step 4:** If directed in the notification, download and print the physical examination and psychological examination forms. You are responsible for the cost of the physical and psychological examination (Psychological Testing should be coordinated through Chester County Public Safety Training Campus). Please contact the preferred psychologist, Doctor Tanenbaum, at (610) 664-3442. The physicians must be PA licensed and must submit the completed and signed forms to the Lethal Weapons Certification Unit at the address below.

**Step 5:** Pay your $30 certification fee via the TACS website:

<table>
<thead>
<tr>
<th>Fee Breakdown:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingerprint Fee</td>
<td>$22.60</td>
</tr>
<tr>
<td>Certification Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td><strong>$52.60</strong></td>
</tr>
</tbody>
</table>

**CERTIFICATION RENEWAL**

Certification under Act 235 is typically valid for five years from date of issue.

Certification must be renewed by submitting a renewal application no earlier than six months prior to the expiration date listed on the certification card. Once the application is submitted and approval to attend training is received, training must be completed prior to the expiration date for renewal to occur.

Certification will not be renewed once it has expired and certified individuals who fail to complete all required renewal actions prior to expiration must apply for initial certification.

**WAIVERS:** As specified in Act 235, Section 10.1, Municipal Police Officers who are currently certified under Act 120 are waived of renewal training requirements but must still submit the TACS application for review.

No other individuals are currently eligible for waivers of renewal training, regardless of status as a law enforcement officer. Any individual not meeting the criteria above must complete the application and all subsequent training.
Step 1: Log into the TACS website (click 'click here' under the "View Application Status/Update Profile option. (Login using your last name, full birthday: (MM/DD/YEAR) and last four digits of your SSN) complete a renewal application and pay the $30 application fee. Please view this webpage for help in completing the renewal process.

Step 2: Correspondence will be sent to the email address provided notifying you of the status of your application and providing instructions for further action.

Step 3: Upon receipt of official notification you have been approved, schedule training at an Act 235 certified school. A list of certified schools can be found on the Certified Schools page. It is your responsibility to schedule the training after receiving the approval letter

Step 4: Once you have successfully completed training and the Act 235 certified school submits your grade, you will receive your new card in the mail.

<table>
<thead>
<tr>
<th>Certification Fee</th>
<th>$30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fees</td>
<td>$30</td>
</tr>
</tbody>
</table>

ASSOCIATED COUNTY FEES

Basic Certification Course: $400.00
Re-certification Course: $175.00