CRIMINAL JUSTICE EDUCATION & TRAINING STANDARDS COMMISSION

Criminal Justice Standards Division
Post Office Drawer 149, Raleigh, NC 27602
(919) 661-5980
NCPLE@ncdoj.gov

CP-102
(Rev. 09-2026)

Application for Company Police Officer Commission

The undersigned applicant hereby applies to the North Carolina Attorney General's Office for a Company Police Officer Commission under the provisions of Chapter 74-E of the North Carolina General Statutes and Title 12, Chapter 02I of the North Carolina Administrative Code. In support of said application, the undersigned makes the representations contained herein with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny certification, withhold renewal or suspend/revoke agency certification. The applicant understands that the Company Police Administrator may make inquiry and investigation concerning the applicant's character,record and background as deemed proper. Said applicant further agrees to furnish additional information as requested by the Company Police Administrator.

INSTRUCTIONS: Please TYPE or PRINT all information clearly. Attach all required documentation (in order) to the application and submit to the Company Police Administrator for review.

Agency: _____ Phone: _____

Name of Applicant: _____
First *Middle* *Last*

Applicant's Mailing Address: _____
Street Address/Apt No. *City* *State/Zip*

Email Address: _____ Social Security Number: _____

Date of Birth: _____ Driver's License No. _____ Issuing State: _____

Position/Rank: _____ ☐ Full Time ☐ Part Time _____

Applicant's Signature: _____ Date: _____

THE REQUIRED FEE FOR A COMPANY POLICE OFFICER COMMISSION IS $100.00
You will receive an Invoice on the ACADIS Portal once your Application has been received.

The Fee MUST be submitted via the ACADIS Portal in order for the application to be processed.
Find payment instructions on theNCDOJ.govwebsite
If you have any other questions about the application process, email *NCPLE@ncdoj.gov*

Needed For all applicants

- ☐ CP-3 Campus/Company Police Conditional Offer of Employment
- ☐ CP 102 or CP 202 signed by Applicant and Department Head
- ☐ F-5A Law Enforcement Report of Appointment
- ☐ F-3 Law Enforcement Personal History Statement **(not over three months old)**
- ☐ F-8 Mandated Background Investigation
- ☐ F-9A Firearms Qualification Record
- ☐ CP 1 Campus/Company Police Records Release
- ☐ F-36 CJ Authorized Release of Information
- ☐ CP 2 Campus/Company Police Drug Test Release
- ☐ Drug Screen Results **(not over three months old)**
- ☐ Finger Print Results (SBI Letter)
- ☐ F-1 Medical History Statement **(not over 1 year old)**
- ☐ F-2 Medical examination **(not over 1 year old/ doctor's Name legible)**
- ☐ Email JPEG Image to Program Administrator
- ☐ F-41 Verification of Law Enforcement background review **(required for applicants previously sworn)**

Also Needed if Applicant is NEW, PROBATIONARY, OUT of STATE TRANSFERS

- ☐ High School Diploma/GED/Transcript
- ☐ BLET Certificate (Copy) *If Out-of-State Transfer: obtain course syllabus from their Basic Academy spelling out class titles and hours attended.
- ☐ Psychological Test
- ☐ F-4 Appraisal

Additional Content - Also Needed for ALL Applicants

- ☐ AOC CR 280 - Request Page
- ☐ AOC CR 314 - Certified Criminal Record Search by County
- ☐ Disposition of Charges
- ☐ NCDL image/scan
- ☐ SS Card image/scan
- ☐ Birth Certificate
- ☐ Credit Report
- ☐ Misc. - Any additional documents not listed above.

I, as an official representative of the appointing agency, do submit to the Company Police Administrator the above-named appointee as a candidate for Company Police Commission. The candidate meets or exceeds each of the minimum standards for employment and this agency has properly conducted the required employment procedures as established by the Attorney General and incorporated into G.S. 74E and 12 NCAC 02I. All documents necessary to insure compliance with the rules of the Code are being retained in the personnel files of this agency and may be inspected at any reasonable time by representatives of the Company Police Program. I acknowledge that any omission, falsification, or misrepresentation of information or procedures, by either the candidate or this agency, throughout the employment, certification and/or commissioning process may result in certification and commissioning to be denied, suspended, or revoked by the Company Police Program Administrator at any time, now or later.

Department Head: _____ Date: _____
Signature

Department Head: _____
Print Name