

# **How to Request an Army Personnel Test (APT)**

i.e. AFCT, SIFT, DLAB, DLPT, OPI

## **Instructions:**

1. Fill out the form on your computer following the directions found on page 2 of this document and digitally sign or print out and hand sign the form.
2. Take the form to your S-1 for his/her Verification and handwritten Signature.
3. Take the form to your Commander for his/her Signature. NOTE: The "Has been verified" block must be checked.
4. Return the form by scanning it to [usarmy.polk.imcom.mbx.dhr-ed-cntr-lead-counselor@mail.mil](mailto:usarmy.polk.imcom.mbx.dhr-ed-cntr-lead-counselor@mail.mil).
5. You will be notified via email of your test date and any other pertinent information. Please allow up to 72 hours for a response.

6. All requests must be emailed to [usarmy.polk.imcom.mbx.dhr-ed-cntr-lead-counselor@mail.mil](mailto:usarmy.polk.imcom.mbx.dhr-ed-cntr-lead-counselor@mail.mil).

**Hand delivered DA 4187s will NOT be accepted.**

Please allow up to 72 hours for a response.

1. **POC: Ft Polk Army Testing Center, 337-531-0400, [usarmy.polk.imcom.mbx.dhr-ed-cntr-lead-counselor@mail.mil](mailto:usarmy.polk.imcom.mbx.dhr-ed-cntr-lead-counselor@mail.mil).**

. NOTE: Please notify Testing Services, at the email address above, if the DA Form 4187 does not work correctly.

July 2015

Test sessions are limited to 15 Service Members per testing session

## INSTRUCTIONS TO COMPLETE THE DA 4187 FOR AN ARMY PERSONNEL TEST (APT)

**The following MUST be completed in order to schedule a test:**

Block 1: Unit Address, ATTN: S-1, including ZIP code and Phone Number.

Block 2: This is already filled with the Fort Polk Education Center's address.

DHR, EDUCATION TESTING  
7460 COLORADO AVE  
FORT POLK, LA 71459

Block 3: Company Commander Name and Unit Military Address (not postal address) including ZIP code.

Block 4: Name of the individual requesting the APT.

Block 5: Grade or Rank and PMOS/AOC of the individual requesting the APT.

Block 6: FULL Social Security Number of the individual requesting the APT.

Block 7: LEAVE BLANK.

Block 8: The appropriate box has ALREADY been check for you.

Block 9: Signature of the individual requesting the APT. This can be either a digital signature or a handwritten signature.

Block 10: Date the individual requesting the APT signed BLOCK 9.

SECTION IV: A total of THREE blocks MUST be checked. This includes the first TWO and ONE of the last TWO. If the test you are taking is a retest you MUST provide your previous test date and scores.

Section IV: Your S-1 MUST provide their printed name, phone number and email address and their signature validating all statements checked on the request are true.

Block 11: The "HAS BEEN VERIFIED" block has already been marked and must remain marked.

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Block 12: Your COMMANDER's printed name including rank.

Block 13: Your COMMANDER's signature. This can be either a digital signature or a handwritten signature.

Block 14: The date your COMMANDER signed the DA 4187.

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