

**APPLICATION FOR ENROLLMENT OF ATC COURSES**

JUS TC 1 (Rev. 08/2010)



ADVANCED TRAINING CENTER  
 CALIFORNIA DEPARTMENT OF JUSTICE  
 11181 Sun Center Drive  
 Rancho Cordova, CA 95670  
 (916) 464-1200 | (916) 464-5577 FAX

**INSTRUCTIONS:** Please complete **ALL** sections of this form and forward to the Program Secretary for the course. *Do not assume that you have been accepted for this course until you have received a confirmation letter from the Department of Justice, Advanced Training Center, approximately 6 weeks prior to the first day of class.*

**COURSE INFORMATION**

NAME OF COURSE		
LOCATION (Preference)	DATES (First Choice)	ALTERNATE DATES
REASON FOR REQUESTING THIS COURSE:		

**PARTICIPANT INFORMATION**

NAME		RANK
AGENCY	PRESENT ASSIGNMENT	
MAILING ADDRESS (Street or P.O. Box, City, State, Zip)		
E-MAIL ADDRESS	PHONE NUMBER (Participant)	POST ID or SSN*
EMERGENCY CONTACT NAME	RELATIONSHIP	TELEPHONE NUMBER
TRAINING OFFICER	PHONE NUMBER (Training Officer)	FAX NUMBER

**THIS IS TO CERTIFY THAT THE ABOVE APPLICANT IS A FULL-TIME, SALARIED MEMBER OF THIS DEPARTMENT**

NAME OF DEPARTMENT HEAD	SIGNATURE
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**ADMINISTRATIVE USE ONLY**

APPLICATION RECEIVED	REQUIREMENTS MET	SPOT CONFIRMED	CONFIRM. LETTER SENT
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**\*PRIVACY NOTICE**

The information requested on this form is being requested by the State of California, Department of Justice (DOJ), Division of Law Enforcement (DLE), Advanced Training Center (ATC), for the purpose of enrolling in Advanced Training Center (ATC) courses. The maintenance of the information collected on this forms is authorized by Federal Privacy Act (P.L. 93-579) of 1974, the Information Practices Act (IPA) of 1977 (Civil Code section 1798. et. Seq.), and CA Government Code section 11019.9. All information requested on this form is mandatory. Failure to provide all or any part of the requested information may delay the process of this application. Information provided on this form may be disclosed to Peace Officer Standards and Training (POST) and limited information may be disclosed to POST instructors and students.

Pursuant to Civil Code Section 1798.30 et seq., individuals have the right [with some exceptions] to access records containing the personal information about themselves that are maintained by the agency. The ATC is the section responsible for the system of records that maintains the information provided on this form. For more information regarding the location of your records and the categories of any persons who use the information in those records, you may contact the ATC, Department of Justice, at 11181 Sun Center Drive, Rancho Cordova, CA 95670, or via telephone at (916) 464-1200.