



# AUTHORIZATION TO CARRY A PERSONAL FIREARM WHILE TRAVELING

Per DOC 420.240 Personal Firearms, I am requesting authorization to carry a personal firearm and related items while traveling for state business purposes, including in a state owned/leased/rented vehicle or personal vehicle used for state travel, when my travel itinerary anticipates the need for an overnight stay near the temporary duty station.

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Work location: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

- I have read and understand the requirements of DOC 420.240 Personal Firearms.
- I have read and understand the requirements of DOC 850.125 Workplace Violence.
- I understand that I assume all responsibility for a damaged/lost/stolen firearm, ammunition, and/or related items.
- I understand that violations of DOC 420.240 Personal Firearms may result in revocation of this authorization/disciplinary action, up to and including dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SUPERVISOR

- I recommend approval     I recommend denial for the following reason(s):
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Supervisor name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPOINTING AUTHORITY/DESIGNEE

- I recommend approval     I recommend denial for the following reason(s):
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority/designee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Distribution: **ORIGINAL** - Employee

**COPY** - Appointing Authority/designee, Supervisor, Personnel File