

**Illinois Retired Officer Concealed Carry  
(IROCC)  
Law Enforcement Officers' Safety Act  
Public Act 94-103**

**Administrative Procedure and Process**

Step 1                      Complete the application process to pre-qualify for retired officer concealed carry qualification shoot.

- \* Completed application Form (*Form 1*)
- \* Completed Retired Officer Concealed Affidavit Form (*Form 2*)
- \* Provide a letter from your pension board (or other authorizing agency) stating that you have met the minimum requirements of retiring after 15 years of service and in good standing (*Form 3*);  
or, if you did not become vested in a pension system, you must provide a letter or letters from each law enforcement agency you worked for showing an aggregate of 15 years of service and stating that you left in good standing and stating the reason why you did not participate in a retirement system.
- \* Provide a photocopy of a valid Illinois Firearm Owners Identification (FOID) card
- \* Provide a photocopy of the photo identification card issued by the law enforcement agency from which you retired
- \* Send a check or money order, made payable to Illinois Retired Officer Concealed Carry in the amount of \$75 for one handgun or \$100 for both revolver and semi-automatic. This fee is non-refundable.

***If application is incomplete, the entire application will be returned.***

Mail to:                      Illinois Retired Officer Concealed Carry (IROCC)  
   3171 Greenhead Dr Ste B  
   Springfield, Illinois 62711

Step 2                      You will receive written notification that you are pre-qualified to attend a certification shoot based on the completion of the application packet identified in Step 1. You will also be given a list of dates, range locations and telephone numbers to call to register for your certification shoot.

Step 3                      After registering for your certification shoot, you will report to the designated range location fifteen minutes prior to the scheduled time. You will need to bring your photo I.D. issued by the agency from which you retired as a law enforcement officer, your FOID card, sixty rounds of factory ammunition (**DO NOT BRING OUTDATED AMMUNITION**), ear and eye protection, unloaded handgun/s and belt

holster/s designed specifically for the handgun/s you bring.

- Step 4                    You will be provided two opportunities to certify at the range - shooting a total of 30 rounds for each opportunity: 12 rounds from the five yard line; 12 rounds from the seven yard line; and 6 rounds from the fifteen yard line. In order to qualify, you must place 21 hits out of 30 rounds within the 8 ½ x 14 target area - 70% proficiency. **If you are qualifying with two weapons, a revolver and a semi-automatic, you will be given one opportunity (30 rounds) for each weapon.**
- Step 5                    Once you have successfully completed the certification shoot, the range master will report your score to the State of Illinois.
- Step 6                    Within 10 working days after being certified, the State of Illinois will issue a card (mailed to your home address) signifying your completion of the Illinois Retired Officer Concealed Carry certification and verifying your compliance with both Federal and State statutes.
- Step 7                    Your concealed carry card will be valid for one year from the date of issuance. Two months prior to the expiration date of the card, you will be mailed notice of renewal instructions for recertification.