

**7522.0400 APPLICATION REQUIREMENTS.**

Subpart 1. **Application form.** An applicant requesting reimbursement must apply on a form available on the department's website.

Subp. 2. **Public safety officer applications.** A public safety officer requesting reimbursement must provide the following:

- A. the officer's contact information;
- B. the employer's name;
- C. for a peace officer, the officer's license number issued by the Peace Officer Standards and Training Board;
- D. for a qualified emergency medical service provider, proof of certification under Minnesota Statutes, section 144E.28, and proof of employment by a Minnesota-licensed ambulance service;
- E. for a firefighter, proof of active status as a volunteer, paid on-call, part-time, or career firefighter and the agency's fire department identification number;
- F. an invoice and proof of purchase according to subpart 5; and
- G. any other information requested by the commissioner as needed to determine eligibility or to provide reimbursement under this chapter.

Subp. 3. **Agency applications.** An agency requesting reimbursement for an employee must provide the following:

- A. the agency's name;
- B. an employer contact name and contact information;
- C. for all reimbursement requests for the agency's employees:
  - (1) the employee's first and last name;
  - (2) for a peace officer, the officer's license number issued by the Peace Officer Standards and Training Board;
  - (3) for a qualified emergency medical service provider, proof of certification under Minnesota Statutes, section 144E.28, and proof of employment by a Minnesota-licensed ambulance service;
  - (4) for a firefighter, proof of active status as a volunteer, paid on-call, part-time, or career firefighter and the agency's fire department identification number; and
  - (5) an invoice and proof of purchase according to subpart 5; and
- D. any other information requested by the commissioner as needed to determine eligibility or to provide reimbursement under this chapter.

Subp. 4. **Unavailable information.** If an applicant cannot provide the information required under this part, they must explain on the application why they cannot provide the information.

Subp. 5. **Invoice and proof of purchase required.**

A. With the application, an applicant must provide:

(1) an invoice for each purchased vest that legibly displays:

- (a) the itemized cost of all items for which reimbursement is being requested; and
- (b) the purchase date of the items for which reimbursement is being requested; and

(2) proof of purchase of the items for which reimbursement is being requested.

B. A packing slip does not constitute proof of purchase.

Subp. 6. **Signature required.** An applicant must sign the application by hand or electronically.

**Statutory Authority:** *MS s 299A.38; L 2023 c 52 art 5 s 77*

**History:** *49 SR 496*

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