



# Utah Peace Officer Standards and Training Portal Authorization Form

This form is to be completed and signed by the Chief Administrative Officer to allow a person agency level access to POST records system.  
Fax this request to 801-396-7068

**Person To Be Granted Access:**

POST ID:

Agency  Date

First Name  Middle Initial  Last Name

E-mail:  Phone

Chief Administrative Officer E-mail Address

**Select Access Levels That Apply:**

**Update Agency Information**

Update agency point of contact information listed in POST directory.

Authorize

**View Agency Training Records**

View and Print Training & Certification records for all individuals employed with your agency.

Authorize

**POST Course Registration**

Register any active sworn officer or dispatcher for POST sponsored courses.

Authorize

**Report Training Hours**

Submit to POST, approved courses or summary training hours to meet training requirement.

Authorize

**Submit Employment Action**

Request an individual be certified by your agency as a peace officer or dispatcher.  
Change an individual's certification status or submit an End of Employment Action.

Authorize

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**Individual Access**

This form is only for agency level access. Access for an individual peace officer or dispatcher to view own record, print certifications, register for courses, view online training is granted by sending an e-mail to: support@utahpost.org.

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I hereby authorize the access levels selected for the person listed above. I authorize this person's authority to submit information on behalf of my agency in my name. I also agree to provide POST notification when access needs to be removed.

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Chief Administrative Officer

Title

Date