

**Request for APPOINTMENT OF
MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR**

INSTRUCTIONS

1. You must request a Criminal Records Check for all who are recommended for appointment by completing a Pennsylvania State Police Form SP 4-164, "Request for Criminal Record Check". You must then attach the results to this form. Form SP 4-164 is available on the internet at <https://www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx> or you may request a Criminal History Check Online utilizing the PATCH System.
2. Complete Part I (please type or print legibly).
3. Submit original to the COUNTY Emergency Management Coordinator.
4. Retain a copy for your files.

PART I

Municipality Information:

Municipality: _____

Municipal Office Address:

City State Zip

Municipal Telephone Number:
(____) _____

Previous Municipal Coordinator and Appt. Date:

Recommended Appointee Information:

Full Name: _____

Primary Telephone Number:

Work Email Address:

Date of Birth:

Last 4 of SSN: _____

Appointment Date: _____

FEMA Student ID (SID):

The above recommendation is of record in the Minute Books of the Municipality and was made with due consideration of the qualifications of the above-recommended resident and is subject to endorsement by the Pennsylvania Emergency Management Agency and appointment by the Governor of the Commonwealth of Pennsylvania.

Signature (Secretary/Manager)

Title

Print Name

Date

PART II *(to be completed by County Emergency Management Coordinator)*

This is not a county endorsement or recommendation.

Signature

County

Print Name

Date