

# 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 <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2> 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 PA State Zip

### Municipal Telephone Number:

( \_\_\_\_ ) \_\_\_\_\_

### Municipal Fax Number:

( \_\_\_\_ ) \_\_\_\_\_

### Previous Municipal Coordinator:

\_\_\_\_\_

### Appointment Date of Previous Coordinator:

\_\_\_\_\_

### Recommended Appointee Information:

Full Name: \_\_\_\_\_

### Appointee's Home Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City State Zip

### Appointee's Home Telephone Number:

( \_\_\_\_ ) \_\_\_\_\_

### Appointee's Email Address:

\_\_\_\_\_

### Appointee's Date of Birth:

\_\_\_\_\_

### Appointee's Social Security Number:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

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 citizen and is subject to approval of the County, the Pennsylvania Emergency Management Agency, and the Governor of the Commonwealth of Pennsylvania.

\_\_\_\_\_  
Signature (Secretary/Manager)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
County

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date