

Instructions to Order New Design Retired Flat Badge

Along with this form obtain the two (2) page APD authorization form, which is also available on the web site, www.aproa.org or contact Randy Malone, malone@bga.com /512-658-0692. After you complete the two-page authorization form, mail it to:

Austin Police Department
PO Box 689001
Austin, TX 78768-9001

You MUST include a self addressed stamped envelope!

*****The approved form is only good for thirty (30) days when you get it back, move quickly.*****

Once you get your approved form back send it and the completed form for G.T. Distributors (below) to:

G T Distributors
PO Box 16080
Austin, TX 78761-6080

(For Pick Up: 2545 Brockton Dr., Suite 100, Austin, TX 78758)
(One block north of Braker, on Burnet)

If you are not paying with a credit card be sure to enclose your Certified Check or Money Order.

At this time we are being told the Badge has to be picked up so once you get notified that your badge has come in contact Randy Malone, malone@bga.com / 512-658-0692, and we will pick the badge up and mail it to you.

G T Distributors
c/o Preston
2545 Brockton, Ste 100
PO Box 16080
Austin, TX 78761-6080
(Phone: 800-252-8310/Fax: 800-480-5845)

Dear Sir:

Enclosed you will find the required paperwork allowing me the right to purchase the new design APD Retiree flat badge. I do not live in Austin and was told this item could not be shipped that it had to be picked up so, I hereby give my permission to allow an Austin Police Retired Officers Association (APROA) Board Member authority to pick this badge up for me. You can contact the APROA, Randy Malone, at 512-658-0692.

Name: _____ Emp. # _____

Address: _____

City/State: _____

Home Phone (_____) _____ Cell Phone (_____) _____

E-mail - _____

PAYMENT:

Certified Check/Money Order (enclosed) or: Visa ___ M/C ___ Discover ___ AmEx ___

Card# _____ Exp. Date: _____

V Code (Back of Card) _____

Signature _____ Date: _____

***We use your home telephone number as your customer ID#**

Part #BL-BC3175TT-APD (New Design Austin Police Retired Badge)

Employee # RETIRED

Do you want a clip on the back of the badge ____ yes ____ no

Cost - \$74.95

Tax - \$ 6.18

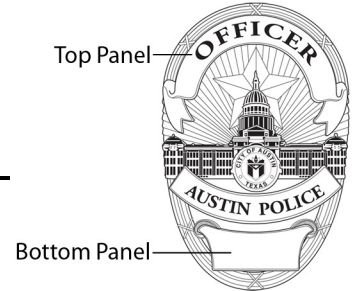
Total \$81.13

**Routing Instructions & Sign-Off Sheet for
LETTER OF AUTHORIZATION FOR PURCHASE OF BADGE**

Name: _____ ID# _____ Rank _____

Below is the description of the badge being requested:

- Flat Badge or Breast Badge
- Officer Detective Corporal Sergeant Lieutenant
 Commander Assistant Chief Chief of Staff Chief
-
- Employee ID Number _____
 Retired



This Routing Sheet and the attached Letter of Authorization for Purchase of Badge must be submitted for consideration by APD Internal Affairs Division and signed by the following departments:

Internal Affairs Division – *This officer/former officer is in current good standing with the Austin Police Department or is in compliance with APD General Orders that states “the term “honorably retired” excludes any officer who was under a cloud of suspicion at the time of retirement, as determined by the Chief of Police; or who retired in lieu of being terminated from employment by the Department” and is cleared by this office to proceed with the authorization process to purchase above described badge:*

- APPROVED DIS-APPROVED

Signature *Emp#* *Date*

5th Floor Administration Staff – *This officer/former officer has received the clearance of Internal Affairs Division of the Austin Police Department and is cleared to proceed with the authorization process to purchase the above described badge:*

- APPROVED DIS-APPROVED

AC Signature *Emp#* *Date*



Memorandum

**Austin Police Department
Office of the Chief**

LETTER OF AUTHORIZATION FOR PURCHASE OF BADGE

To: VH Blackinton Authorized Reseller

Date: _____

_____ employee # _____ rank _____
first and last name

is authorized to purchase a personalized Flat or Breast badge that identifies him/her to be a member in good standing of the Austin Police Department.

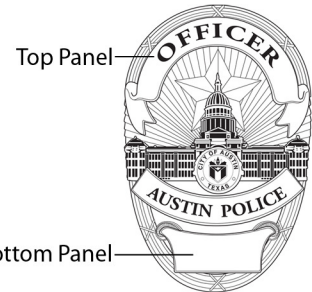
The employee is authorized to have the following information included on the badge:

- Officer Detective Corporal Sergeant Lieutenant
- Commander Assistant Chief Chief of Staff Chief

Employee ID Number _____

Retired

This authorization is valid for thirty (30) days from the date signed by _____ below.



PHOTOCOPIES OF THIS FORM ARE NOT VALID

Signature of Assistant Chief

Date

Printed Name of Assistant Chief & ID #