

Michael A. Clark
Chairman



Emily E. Fox
Executive Director

Fee Waiver Request

Applicant Name: _____

Applicant Address: _____

City: _____

State: _____

Zip: _____

E-mail Address: _____

Mobile Phone Number: _____

SSN: _____

In accordance with the provisions of 20 ILCS 2610/9) (Ch. 121, par. 307.9), I request a waiver of the Examination Application Fee based on one of the following (check which applies):

_____ My available personal income is 200% or less of the current poverty level.

_____ I am unable to proceed in an action with payment of application fee and payment of that fee would result in substantial hardship to me or my family.

To complete your request, please complete the appropriate section below, including providing the requested documents or statements.

Please sign this form to certify the information you are providing is true and accurate.

WAIVER BASED ON PERSONAL INCOME

If are requesting a waiver because your income is 200% or less of the current poverty level, please complete the following:

Number of persons in household: _____

Current annual income for household: _____

Candidates must provide proof with this Request to show their available income is 200% or less of the current poverty level. Some examples of proof of income are:

- Copy of paystubs showing income for most recent 30 days for each employed household member.
 - Verified letter from employer stating annual income for each employed household member.
 - Copy of most recent Wages and tax statement for all income (W-2, 1099, etc.) for each household member.
 - Copy of bank statements showing most recent month's income for each employed household member.
 - Proof of unemployment benefits, SNAP benefits, WIC benefits, TANF benefits, or SSI benefits, or other governmental need based benefits. Proof may be shown by submitting the following:
 - An award letter or benefit statement; and
 - Copies of the two most recent benefit checks or two most recent monthly online statements for benefits.
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WAIVER BASED ON SUBSTANTIAL HARDSHIP

If you are requesting a waiver because the payment of the application fee would result in a substantial hardship to you or your family, please submit a statement explaining the hardship and any accompanying documentation that is relevant to your request.

By signing below, the applicant certifies the following:

1. I understand that if my income-based waiver application cannot be verified, it will be denied.
2. If it is determined I am not eligible for a fee waiver as described above, I must pay the required fee to continue the application process.
3. The above information and any accompanying documents are a true and accurate statement of my personal income or financial hardship.

Applicant Signature

Date

To provide you with a determination of eligibility, you are required to submit this Request for Fee Waiver and supporting documentation.

Please return fee waiver request form and supporting documents to the Merit Board as follows:

Preferred method:

E-mail to info@ispmeritboard.org
Subject Line: FEE WAIVER PROGRAM

Alternate method:

Illinois State Police Merit Board
ATTN: FEE WAIVER PROGRAM
531 Sangamon Avenue East
Springfield, Illinois 62702

Requests based on the income level of the applicant shall receive a determination of eligibility within 30 days of receipt of the request by the Board.

Requests based on substantial hardship to the person and/or the person's family shall be reviewed by the Board at its next regular Board meeting after receipt of the request, except that requests received within seven business days of the next regular Board meeting shall be considered at the second subsequent regular Board meeting. The Board shall vote to accept or deny the request for a fee waiver by a majority of the Board Members voting. Requests approved by a majority of the Board shall be granted. In the event of a tie vote, the request for fee waiver shall be denied. The applicant shall be notified of the Board's decision within 10 days following the determination of the Board.

Applicants seeking to apply prior to an application deadline will not be considered to have applied until the Application is submitted. Submission of a Request for Fee Waiver does not constitute an application for the purposes of an application deadline.