



**LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
PUBLIC SAFETY SERVICES
SUPPLEMENTAL PAY**

Revised March 26, 2007

REQUIRED PAPERWORK FOR CONSTABLES & JUSTICES OF THE PEACE

- 1. INFORMATION REQUEST FOR NEW EMPLOYEES (original)**
 - **Must be Signed & Notarized or else application will be returned**
 - **Must be completely filled out or else application will be returned**
- 2. COPY OF OATH OF OFFICE**
- 3. COPY OF SOCIAL SECURITY CARD**

We ask for this for two reasons:

 - **Your name must be entered into the Supplemental Pay System as it appears on your Social Security Card.**
 - **We access your record by your SS# - not by your name.**

AFFIDAVIT

We hereby certify that the person named in this application is an elected or appointed official of the above named Parish and is entitled to supplemental pay in accordance with R.S. 13:2591.

Applicant Signature	Notary	Date ____/____/____
Parish President's Signature	Notary	Date ____/____/____
Police Jury Secretary/Treasurer Signature	Notary	Date ____/____/____

“To knowingly submit false information could constitute a criminal offense, such as, false swearing, falsification of public documents, or theft by fraud. Furthermore, negligent submission of erroneous information may subject such negligent person to personal liability for any resulting overpayment of supplemental pay.”