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***MINISTRY OF NATIONAL SECURITY***

**#150thStationFixUp**

**APPLICATION FORM**

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***INSTRUCTIONS:***

*This Form consists of four sections, please read the Guidelines attached before completion. Please ensure that ALL Sections are completed in BLOCK LETTERS or TYPED and returned to the* ***Ministry of National Security*** *located at* ***2 Oxford Road, Kingston 5*** *by* ***August 31, 2017.***

**SECTION I: APPLICANT SUMMARY**

* 1. ***Name of Police Station/Non-Geographic Section:***

|  |
| --- |
|  |

* 1. ***Address:***

|  |
| --- |
|  |
| ***Street Name and Number*** |
| ***Postal Code/P.O. Box*** |
| ***District/Community and Parish*** |

* 1. ***Telephone Number: Fax Number:***

|  |  |
| --- | --- |
|  |  |

* 1. ***Main Contact (Divisional Commander) Alternate Contact (Station Manager)***

|  |  |
| --- | --- |
| *Name* |  |
| *Rank* |  |
| *Contact* |  |

* 1. *Categories of persons/groups/organizations willing to partner under this project.*

|  |  |
| --- | --- |
|  | *Justice of the Peace* |
|  | *Community Safety and Security Divisional Head* |
|  | *Parish Consultative Committee* |
|  | *Police Civic Committee* |
|  | *Community Residents* |
|  | *Church* |
|  | *Private Sector* |
|  | *Citizen Security and Justice Programme (CSJP)* |
|  | *Other (Please state)* |
|  |  |

**SECTION II: DETAILS OF THE REPAIRS TO BE CONDUCTED**

* 1. *What type of work/repair or maintenance would you like to engage in under* ***the #150thStationFixUp*** *project?* ***(Maximum $250,000.00)*** *Using the table below, please [[1]](#footnote-1)tick/indicate all that apply:*

***Affix printed photos to the form OR Email to*** [***dennis.howell@mns.gov.jm***](mailto:dennis.howell@mns.gov.jm)

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|  |  |
| --- | --- |
|  | *General Repairs* |
|  | *Maintenance of A/C* |
|  | *Plumbing and Pipe Fittings* |
|  | *Painting* |
|  | *Electrical Works* |
|  | *Landscaping* |
|  | *Fencing*  ***Affix printed photos to the form OR Email to***  [***Dennis.howell@mns.gov.jm***](mailto:Dennis.howell@mns.gov.jm)  ***Affix printed photos to the form OR Email to*** [***dennis.howell@mns.gov.jm***](mailto:dennis.howell@mns.gov.jm) |
|  | *Flooring/ceiling/wall* |
|  | ***Other, specify*** |

* 1. *Please indicate the number of Police Officers served by this Station/Section*
  2. ***Costing.*** *Please indicate the cost for the work/repair or maintenance to be undertaken.*

|  |
| --- |
| ***Amount J$*** |

*“****Before******Photos” may be emailed to*** [***dennis.howell@mns.gov.jm***](mailto:dennis.howell@mns.gov.jm)***. Please ensure that the name of the station/section is identified in the Subject Line of the Email.***

* 1. ***Please provide details below regarding the proposed Contractor/Tradesman***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Full Name (Miss/Mr./Mrs)*** | | | | | ***Tax Registration Number*** | | |
|  | | | | |  | | |
| ***Name of Business/Organization (If Applicable)*** | | | ***Business Address (If Applicable)*** | | | | |
|  | | |  | | | | |
| ***Telephone Number*** | | | | ***Email Address*** | | | |
| ***(Office)*** | ***(Mobile)*** | | |  | | | |
| ***Name of Bank*** | | ***Branch*** | | | | ***Account Number*** | ***Account Type*** |
|  | |  | | | |  |  |

**SECTION III: DECLARATIONS**

***Declaration by the Justice of the Peace, Divisional Commander and Station Manager***

I confirm that to the best of my knowledge and belief, all information contained in this application form is true. I also understand that the Ministry of National Security may ask for additional information at any stage of the application process.

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Name (Justice of the Peace) Signature Date

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

Name (Divisional Commander) Signature Date

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

Name (Police Station Manager) *if applicable* Signature Date

Date of Application: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| ***FOR OFFICE USE ONLY (MINISTRY OF NATIONAL SECURITY)*** | | |
| *Date form received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
|  | | |
| ***Document Checklist*** | ***Yes*** | ***No*** |
| *Completed Application Form* |  |  |
| *Current Photos Showing Areas of the Police Station/Non-Geographic Section in Need of Repair/Improvement* |  |  |
| *Estimates showing costs to be covered for repairs/improvement* |  |  |
| ***APPROVED*** |  |  |

***Revised August 4, 2017***

1. *“****Before******Photos” may be emailed to*** [***dennis.howell@mns.gov.jm***](mailto:dennis.howell@mns.gov.jm)***. Please ensure that the name of the station/section is identified in the Subject Line of the Email.*** [↑](#footnote-ref-1)