

**STATE OF OHIO  
PRIOR SERVICE CERTIFICATION FORM**

Instructions: The employee requesting prior service credit should complete section 1 and forward to the political subdivision of Ohio where previously employed. The political subdivision of Ohio must complete section II and mail to the address provided at the bottom of the form. PLEASE NOTE: A separate form is needed from each political subdivision for which the employee is requesting prior service credit.

**Section 1 – completed by employee**

Employee Last Name: _____ First Name: _____ M.I.: _____	
Maiden Name: _____ <small>(if applicable during previous employment)</small>	Employee ID: _____
Social Security Number (if required by political subdivision): _____	
_____ Employee Signature	_____ Date
<b>Previous Employer:</b>	
Agency: _____	
Address: _____	
City: _____	State: _____ Zip Code: _____
Dates of employment: _____	Job Title: _____

**Section II – completed by previous employer**

Please provide the following information on the above named employee:	
Date of Hire: _____	Date of Separation: _____
Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <i>(See note below for part-time &amp; intermittent employees)</i>	
Part-time/intermittent only: # of pay periods worked: _____ # of days worked: _____	
*Number of bi-weekly pay periods/days worked between 7/1/03 and 6/30/05: _____	
Is your agency a political subdivision of the State of Ohio? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this employment covered under by an Ohio Public Retirement System (e.g., STRS, SERS)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please identify the retirement system: _____	
Sick Leave Balance: _____	

**Information in Section II has been verified by:** Print Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE NOTE: PART TIME AND INTERMITTENT EMPLOYEES ONLY**

If the employee referenced in section I worked every pay period, the dates of service will be used to calculate prior service credit. However, if he/she worked sporadic pay periods, please include the specific number of pay periods worked or if the employee was employed on an intermittent or "on call" status, please include the specific number of days worked.

\*If the employee earned service by pay period, provide the number of pay periods that were worked during 7/1/2003 and 6/30/2005 or if the employee earned service by days worked, provide the number of days worked during this period.

Please return completed form to:

ODNR, Parks & Recreation  
Human Resources Group  
2045 Morse Rd., Bldg. C-3  
Columbus, OH 43229-6693