

## **926C Medically Retired or Separated**

1. Visit [www.leosaonline.com](http://www.leosaonline.com) and create an account
2. Download/print the 926C (Retired or Separated) application
3. Complete the application and have it notarized
4. Upload photo to leosaonline account (passport style photo)
5. Complete payment online via paypal or include cashier's check or money order with application
6. NCIC Background Check (follow application directions)
7. Medical Clearance Letter (SmartNet)
  - If retirement or separation was not related to a mental health condition, applicant may provide copy of disability rating documentation in lieu of Medical Clearance letter
8. Provide copy of DD Form 214 member 2 or 4 (states the separation or retirement was due to disability)
9. Provide a copy of driver's license (Do not send a copy of CAC)
10. Mail completed application to **Defense Consulting Services (DCS)**  
**8000 IH-10 W Suite 600**  
**San Antonio, TX 78230**

- **Items that should be included with application**

- Notarized Application (Signed and Dated)
- Copy of Driver's License
- NCIC Background Check (unless waiting for FBI direct results)
- DD Form 214, member 2 or 4
- Medical Clearance Letter (if applicable)
- Disability rating documentation (if applicable)
- Passport Photo and Payment if not provided online