



# **READING POLICE ACADEMY**

**815 WASHINGTON STREET, READING, PA 19601-3690**

**Lt Andrew J. Winters**  
Training Director

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**Andres Dominguez Jr, Chief of Police**

610-655-6241

## **APPLICANT NOTIFICATION PROCEDURE** **RELEASE**

**In the processing procedure required for applicants to the Reading Police Academy, it may become necessary to contact the applicant.**

**If conventional methods fail in attempting to contact the applicant, based on information contained within the submitted application, a certified or registered letter will be sent to the applicant's address listed on the application. Should this certified/registered letter be returned indicating that it was unclaimed or undeliverable; the applicant will be eliminated from further processing and consideration.**

**It is the applicant's responsibility to notify the Reading Police Academy, in writing, of any address or phone number change. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of this procedure.**

**Print name:** \_\_\_\_\_

**S.S.#:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Signed**