

During the 2023 legislative session, the Minnesota legislature defined “vesting service credit” as a new term for the Statewide Volunteer Firefighter (SVF) Plan. This new definition of vesting service credit changes how PERA determines the vesting percentage for SVF plan members’ benefits. PERA may count non-concurrent volunteer firefighting service received at any fire department in Minnesota (regardless of whether the fire department participates in the SVF plan). To comply with the statutory changes, this form certifies the prior volunteer firefighting service information by the prior fire chief.

INSTRUCTIONS: Complete one form for each prior volunteer fire department you had service with. Mail, fax, or drop off the form(s) at our office.

PERA
 60 Empire Drive, Suite 200
 Saint Paul, MN 55103-2088
 Fax: 651.297.2547

PART A – FOR COMPLETION BY FIREFIGHTER

Use one form for each prior fire department you volunteered with. After you complete Part A, give the form to your former firefighting department for the fire chief to complete.

LAST NAME	FIRST NAME & MIDDLE INITIAL	LAST FOUR OF SSN
FIREFIGHTER SIGNATURE		DATE
		BIRTH DATE--MM/DD/YYYY

PART B – FOR COMPLETION BY PRIOR FIRE CHIEF

To comply with the statutory change described above, please certify the volunteer firefighter’s service information that was previously rendered. The prior fire chief should work with the volunteer firefighter to verify the correct amount of volunteer service credit. The prior fire chief determines whether the volunteer firefighter’s previous service at that Minnesota fire department is documented and verifiable. The prior fire chief must give this form to the prior governing body representative to sign and date. Once completed, give this form to the governing body representative to sign.

DEPARTMENT NAME		
SEGMENT ONE START DATE	SEGMENT ONE END DATE	YEARS AND MONTHS OF SERVICE EARNED
SEGMENT TWO START DATE	SEGMENT TWO END DATE	YEARS AND MONTHS OF SERVICE EARNED

I certify that the information provided on this form is accurate and complete.

PRIOR FIRE CHIEF SIGNATURE	DATE
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PART C – FOR COMPLETION BY GOVERNING BODY REPRESENTATIVE

“Governing body” is the governing body of the municipality or independent nonprofit firefighting corporation or, in the case of a joint powers entity, the governing bodies of the municipalities associated with the joint powers entity, according to Minn. Stat. § 353G.01, subd 6a. For example, the town or city clerk may be the governing body representative for the fire department. Firefighters cannot be the governing body representative. Once you sign this form, return it to the firefighter for them to submit to PERA.

GOVERNING BODY REPRESENTATIVE SIGNATURE	DATE
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ADDITIONAL VOLUNTEER FIREFIGHTING SERVICE INFORMATION REQUESTED

To comply with the statutory change described on the other page, PERA requests that the fire chief certify to PERA the additional service information for each of the fire department's applicable volunteer firefighters. Please read the following instructions:

1. PERA defers to the prior fire chief to determine whether the volunteer firefighter's previous service at another Minnesota fire department is satisfactorily documented and verifiable.
2. Service at each prior fire department should be documented on separate forms. One prior fire department per form.
3. Once the form is completed, by the volunteer firefighter, by the prior fire chief, and by the prior governing body representatives, please return the form to PERA.

IMPORTANT INFORMATION

DATA PRIVACY NOTICE: PERA is asking for private data in order to maintain your account. You are not legally required to provide this information and may refuse to provide all or some of the information requested. However, PERA may not be able to process benefit requests if you do not provide sufficient information. Unless you consent to further release of your private data, access to this information will be limited to the PERA staff who process your request. Your private data may also be released if required or authorized by state or federal law or by a court order.

Minn. Stat. § 353G.07(c): The Service Credit Certification is an official public document. If a false Service Credit Certification is filed, or if false information about service credit is provided, Minn. Stat. § 353.19 applies.