



INSTRUCTIONS ON HOW TO FILL OUT LEPC MEMBERSHIP APPOINTMENT FORM

1. On the LEPC webpage, download the Member Appointment Letter.
2. Open the document and enter the following information in the blank fields:
 - a. Appointment date
 - b. County name
 - c. County name
 - d. Name of new member
 - e. Title/position of new member
 - f. Organization/agency of new member
 - g. LEPC mailing address
 - h. Phone number of new member
 - i. Email address of new member
 - j. Mark the category the new member represents. If new member is a proxy, mark the category and Other, and then write the word "Proxy."
 - k. Start date of new member (past or future)
 - l. Expected end date of new member or mark that the new member serves at the pleasure of the appointing authority
 - m. County name
 - n. Signature of LEPC chairperson
 - o. Name of LEPC chairperson
 - p. Title of LEPC chairperson
 - q. Phone number and email address of LEPC chairperson
3. Confirm that all the information you entered is correct.
4. Save a copy.
5. Send the form to the IERC at ierc@dhs.in.gov.