

**STEP 1: MEMBER PETITION FOR ADMINISTRATIVE REVIEW OF STAFF ACTION OR DETERMINATION**

TO: Indiana Public Retirement System (INPRS)  
Attn: Administrative Review  
One North Capitol, Suite #001  
Indianapolis, IN 46204  
[AdministrativeReviews@INPRS.in.gov](mailto:AdministrativeReviews@INPRS.in.gov)

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member Name, if different than submitter: \_\_\_\_\_

Pension Identification Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

RE: Request for Administrative Review of INPRS Staff Action or Determination

You must explain the basis of your dissatisfaction with the INPRS staff action or determination and include sufficient facts on which you base your request for administrative Review. This statement should include your desired outcome. Attach additional sheets if necessary and copies of any supporting documentation that you have.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP 2: PETITION FOR REVIEW BY ADMINISTRATIVE LAW JUDGE**  
**INSTRUCTIONS**

If you are dissatisfied with the initial determination issued in response to your request for administrative review and wish to challenge that action or determination, you may bring the matter before an administrative law judge (ALJ).

To initiate this process, you must file a petition for ALJ review with the INPRS Executive Director within fifteen (15) days after receipt of INPRS' initial determination.

1. To file a petition for review, sign and send the form on the next page to the INPRS Executive Director as provided on the next page.
2. This petition for review must be received by INPRS or postmarked not more than fifteen (15) days after receipt of INPRS' initial determination as evidenced by US Certified Mail receipt or email. Otherwise, you have waived your right to further review.
3. Once the petition is timely received, the ALJ will set the schedule for the administrative process. You will be notified of conference and hearing dates and locations.

**STEP 2: PETITION FOR REVIEW BY ADMINISTRATIVE LAW JUDGE**  
**CONTINUED**

TO: Indiana Public Retirement System (INPRS)  
Attn: Administrative Review  
One North Capitol, Suite #001  
Indianapolis, IN 46204  
[AdministrativeReviews@INPRS.in.gov](mailto:AdministrativeReviews@INPRS.in.gov)

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member Name, if different than submitter: \_\_\_\_\_  
Pension Identification Number: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

I am in receipt of INPRS' initial determination of my request for administrative review. It has not been more than fifteen (15) days since receipt of the initial determination. I am dissatisfied with the findings of INPRS' initial determination, and I hereby request that the matter referenced in the initial determination be brought before an administrative law judge for review. The reason I am dissatisfied with the initial determination, the supporting circumstances, and my desired outcome are explained below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date