**Section 1540.40 Prior Service Credit**

a) Prior Service Form

Any member claiming prior service credit shall file at the Springfield Office of the System a written statement on a form prescribed by the Board setting forth in detail all service for which he claims credit rendered prior to the date of establishment of the Retirement System.

b) Verification of Prior Service

Statement of prior service for which credit is claimed shall be confirmed in writing to the Springfield Office of the System, on a form prescribed by the Board, by the Retirement System Coordinator appointed in the Department in which such service was rendered or by some other person employed in such Department and who is duly authorized by such Retirement System Coordinator to make such confirmation. The confirmation shall be made from the records of the Department or other State Agency. If no such records are available, confirmation of such prior service may be made by affidavit of two competent persons not a relative of the member who have actual knowledge of the service claimed to have been rendered by the member.