

# South Carolina Fire Academy

141 Monticello Trail, Columbia, SC 29203

(803) 896-9857 Records Office

(803) 896-9856 Fax

## Transcript Request Form

Transcripts will be released only to the student, the student's fire chief, or the department training officer. Transcripts will be mailed to the address indicated on this form. Transcripts will not be sent by e-mail or fax.

Complete all information below and indicate the processing fee. An administrative fee of \$3 per transcript will be charged for individual transcripts and fire department bulk transcript requests for up to 200 will be \$3 each or \$100, whichever is less. Fire department request for 200 or more will be \$150.

### REQUESTER

Name / Title: \_\_\_\_\_

Fire Department name: \_\_\_\_\_ FDID # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Type:  individual - SSN \_\_\_\_\_  department - attach list of each name and SSN

Please send the transcript(s) to the address below. (If different from address above.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PAYMENT

Amount: \$ \_\_\_\_\_

check enclosed  money order enclosed  purchase order # \_\_\_\_\_

credit card (VISA/Master Card) card # \_\_\_\_\_ exp. date \_\_\_\_\_

name on card \_\_\_\_\_

***(If total purchase is less than \$20, payment must in the form of a check, money order, or purchase order.)***

Form must be signed by the student for an individual request or by the fire chief or training officer for a departmental request.

Signature: \_\_\_\_\_ date: \_\_\_\_\_