

Rev. August 2017

**FLETC Transcript Request Form**

For Agency Specific Programs, please refer to the "Request Your FLETC Transcripts" page for specific agency contacts.

[Fletc.gov/transcripts](http://fletc.gov/transcripts)

Mail To: Transcript Requests, Educational Aides  
Federal Law Enforcement Training Centers  
1131 Chapel Crossing Rd., Bldg. 681  
Glynco, GA 31524

**Please E-mail completed form**

**to:**

**fletc-transcripts@dhs.gov**



**PRINTED NAME** \_\_\_\_\_ **SSN** \_\_\_\_\_

See page 2 for Availability of Syllabi, Penalty under 5 U.S.C. 552a (i) (3) and Privacy Act Notices

Please check all that apply:

**Self** \_\_\_\_\_ **College or University** \_\_\_\_\_ **Employer** \_\_\_\_\_

**\*Self-copies requested will be E-mailed to the address provided below.**

**CLASS(S)** \_\_\_\_\_ **YEAR(S) ATTENDED:** \_\_\_\_\_

As a service, we will send transcripts of grades and program syllabi, if available, to colleges, universities, and/or employers at the request of our former students. There is no charge for this service.

The college or university will determine how many, if any, credits they will allow for your FLETC training. The FLETC does not assign credit hours for our training programs.

If you are requesting a transcript for a college, university, and/or employer, **you must provide their mailing address below. Please include the name of your contact if you have one.**

**This is to verify that I am the individual who is the subject of the records requested and that my address is:**

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**\*Email Address** \_\_\_\_\_

Daytime phone number should there be any questions regarding your request \_\_\_\_\_

I understand the penalties provided in 5 U.S.C.552a (i) (3) for requesting or obtaining access to records under false pretenses. I certify under penalty of perjury pursuant to 28 U.S.C.1746 that the foregoing is true and correct.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**You must sign this request and include with it a legible copy of a signed official picture ID.**

**NOTICE:** Most training programs lasting two weeks or less do not have a syllabus.

**Penalty under 5 U.S.C. 552a (i) (3)**

Any person who knowingly and willfully requests or obtains any record concerning an individual from an Agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. Additionally, while not specified in the law, the individual whose privacy is violated can seek civil damages against the person who requested the records under false pretenses.

**PRIVACY ACT NOTICE**

The authority to collect the information is derived from the Government Employees Training Act, 5 USC 4101 4118 as implemented by Executive Order 11348 of April 20, 1969 and Reorganizing Plan No. 26 of 1950 and the Treasury Department Order No. 140-01 (Federal Law Enforcement Training Centers), and **Memorandum of Understanding for the Sponsorship and Operation of the Consolidated Federal Law Enforcement Training Centers**. The information you supply will be used to assist the government in retrieving information documenting your training. If you furnish none of the information requested, the government will be unable to process your request. If you furnish only part of the information required, an attempt will be made to process your request. If the information withheld is found to be essential to effectively locating your records, you will be so informed. Disclosure by you of your Social Security Number (SSN) is mandatory. Solicitation of the SSN is authorized under the provisions of Executive Order 9397 dated November 23, 1943. The SSN will be used only as necessary in connection with retrieving your records. The use of the SSN is made necessary because of the large number of present and former Federal employees who attend or have attended Center Programs, and who potentially may have identical names and birth dates and whose identities can only be distinguished by the SSN.

**NOTE: Transcript requests are processed on a first-come, first-served basis. The average processing time for transcript requests is four weeks.**