

**NATIONAL EMERGENCY TRAINING CENTER (NETC)  
TRANSCRIPT REQUEST**

A TRANSCRIPT WILL BE SENT TO THE INDIVIDUAL REQUESTING A TRANSCRIPT. WE WILL ALSO MAIL A COPY TO THE COLLEGE OR UNIVERSITY YOU SPECIFY BELOW, ONLY IF THE INFORMATION LISTED IS COMPLETE AND HAS AN ACCURATE ADDRESS.

**REQUESTOR**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

**COLLEGE OR UNIVERSITY TO WHICH YOU WANT THE TRANSCRIPT SENT:**

NAME: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTOR'S SIGNATURE: \_\_\_\_\_

***SPECIAL NOTICE TO REQUESTOR:** NETC, INCLUDING THE NATIONAL FIRE ACADEMY (NFA) AND THE EMERGENCY MANAGEMENT INSTITUTE (EMI), MAY NOT MAINTAIN COURSE RECORDS ON CLASSES THAT YOU ATTENDED, WHETHER SPONSORED BY YOUR DEPARTMENT OR ANOTHER ORGANIZATION, IN WHICH YOU RECEIVED A "CERTIFICATE OF TRAINING" SIGNED BY SOMEONE IN AN ORGANIZATION OTHER THAN A NETC FACULTY MEMBER. COURSES SUCH AS THIS ARE GENERALLY REFERRED TO AS "HAND-OFF" COURSES. NETC DOES MAINTAIN TRAINING RECORDS ON STUDENTS WHO ATTENDED DIRECT DELIVERY CLASSES WHO RECEIVED A "CERTIFICATE OF ATTENDANCE" SIGNED BY THE NFA OR EMI SUPERINTENDENT. IT'S THE COURSES IN WHICH YOU RECEIVE A "CERTIFICATE OF ATTENDANCE" THAT WILL BE REFLECTED ON YOUR NETC TRANSCRIPT.*

MAIL COMPLETED REQUESTS TO: National Emergency Training Center  
ATTN: Admissions, Building I, Room 216  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998

OR FAX COMPLETED REQUESTS TO: 301-447-1441