

# Fire and Emergency Training Academy

## Request For Department Transcript

**\*\*\*DEPARTMENT TRANSCRIPTS CAN ONLY BE REQUESTED AND OBTAINED BY  
THE FIRE CHIEF OR TRAINING OFFICER\*\*\***

\_\_\_\_\_  
Fire Department or Company Name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Contact Name (Print)

\_\_\_\_\_  
Telephone (W)

\_\_\_\_\_  
(H)

\_\_\_\_\_  
(Cell)

\_\_\_\_\_  
(Fax)

Email Address for contact: \_\_\_\_\_

Time Frame: From \_\_\_\_\_ To \_\_\_\_\_.

**\*\*\*We keep records from 2000 to the present.\*\*\***

\_\_\_\_\_  
Signature

There is a \$10.00 processing charge per transcript and the fee will not be reimbursed if no information is found. There will also be a \$10.00 charge for duplicate/replacement transcript. Please remit payment along with this transcript request and allow 2 – 3 weeks for processing.

### METHOD OF PAYMENT (NO CASH)

☐ Check/Money Order (Payable to LASFM (Louisiana State Fire Marshal))

☐ Credit/Debit Card

\*For security purposes, we will call you to obtain Card information. Please provide the following:

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Phone Number

#### Please return form to:

Attn: Fire & Emergency Training  
Academy 6868 Nicholson Dr.  
Baton Rouge, LA 70820

Telephone: (225) 372-6944

Fax: (225) 765-5050

Email: fetareg@la.gov Revised 10/24/2022