



# Request for Student Records

State Fire Training  
ATTN: Records Desk  
1131 "S" Street  
Sacramento, CA 95811

Please check all that apply:

- This is a request for a list of all certifications/courses I have completed from the Office of the State Fire Marshal, State Fire Training\*
- This is a request for my State Fire Training Identification Number (SFT ID#).
- This is a request for all classes I have taken through State Fire Training.
- This is a request for a list of all courses I am registered to teach.
- Other: \_\_\_\_\_

*\*If you are requesting **copies** of certificates you will need to fill out an Application/ Fee Schedule and send it in with the appropriate fees. **Do not use this form.***

*I, the undersigned, am the person making this request for the above information. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made therein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause of denial.*

Requestors Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ALL REQUESTS MUST BE SIGNED AND INCLUDE EITHER YOUR SS# OR SFT ID #.**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Last 4 digits only SS#: \_\_\_\_\_ ----OR---- State Fire Training ID#: \_\_\_\_\_

Dept Name/Phone: \_\_\_\_\_ Hm Phone: \_\_\_\_\_

SEND REPONSE TO:

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

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

*\*\*\*\*Processing of requests will be done on a first come first serve basis and only if we have all of the required information to retrieve your data. Processing of requests may take up to 8 weeks, depending on staffing capabilities. \*\*\*\*\**