



## NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

45299 Research Place • Ashburn, Virginia 20147-2600  
703 729-4299 • Fax 703 729-4634

### TRAINING RECORDS REQUEST

Please accept this signed form as a formal request that the Northern Virginia Criminal Justice Training Academy forward the requested training documents from NVCJTA to the person or agency listed below:

Date of Request: \_\_\_\_\_

Name:(at time of graduation) \_\_\_\_\_

Your Email: \_\_\_\_\_

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

\_\_\_\_\_

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

Dates attended: \_\_\_\_\_ Session Number: \_\_\_\_\_

#### Requested Documents:

Basic Combined Deputy & LE Curriculum  Basic Law Enforcement Curriculum

Basic Jailor/Civil Process and Court Security (Deputy) Curriculum

Certification of Graduation  Other: \_\_\_\_\_

**\*\*Professional Development Records:** If you are still an active employee, contact your training officer. If you are no longer active, contact [Cynthia.hayes@dcjs.virginia.gov](mailto:Cynthia.hayes@dcjs.virginia.gov)

#### Please send requested documents to:

Email address \_\_\_\_\_ and/or

School / Agency or Individuals Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
(Graduate's Signature)

**Email completed form to: [RecordsRequest@NVCJA.org](mailto:RecordsRequest@NVCJA.org)**

*A NATIONALLY ACCREDITED LAW ENFORCEMENT TRAINING ACADEMY*