



**HAMPTON ROADS CRIMINAL JUSTICE  
TRAINING ACADEMY**

**TRAINING RECORD REQUEST FORM**

In accordance with the Privacy Act, Training Records will  
be sent only upon written request by the student

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ (mm/dd/yyyy)

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

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

**DAYTIME PHONE #** \_\_\_\_\_

**MAIL TRAINING HISTORY TO NAME AND ADDRESS BELOW**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**STUDENT SIGNATURE**

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

(Computer automated training history records are available from 1994 to PRESENT)

To expedite request, please go to our website ([www.hrcjta.org](http://www.hrcjta.org)) and include email address.

Training records are only mailed to educational institutions. All other request will be emailed or faxed.

**Mail, Fax, or Email request forms to:**

Patronda Graham, Student Coordinator

805 City Center Blvd

Newport News, VA 23606

Fax – (757) 595-1801

[pgraham@hampton.gov](mailto:pgraham@hampton.gov)