



**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) and include email address.

Training records are only mailed to educational institutions. All other request will be emailed or faxed. **Only one** training record can be requested and received during a 12 month period. Please maintain an electronic copy for future use or reference. Please allow up to two weeks processing time.

Mail, Fax, or Email request forms to:

Patronda Graham, Compliance Manager

805 City Center Blvd

Newport News, VA 23606

Fax – (757) 595-1801

pgraham@hampton.gov