



South Carolina Criminal Justice Academy

Document Order Form

A. Provide Address where document(s) will be mailed (Skip line 1 if mailing to self):

1. Institution Name: _____
2. Person/Department Name: _____
3. Street or PO Box No.: _____
4. City, State and Zip Code: _____

B. Provide Student's Contact information:

1. Name: _____
2. Social Security Number: _____
3. Telephone: _____
4. Please sign to authorize SCCJA to release the requested document(s) _____

C. Select document(s) and corresponding cost(s):

Official Academic Transcript (\$15.00)

(Transcript- All SCCJA classes, field classes, certifications, employers, effective dates and number of hours earned)

Qty. _____ Cost _____

Curriculum (please check type) BLE Basic Detention

(Curriculum-course content & corresponding hours of basic training)

(See Curriculum Price List for cost) - L# _____

Qty. _____ Cost _____

Duplicate Certificate (\$5.00)

(Specify which certificate below)

Qty. _____ Cost _____

Other (Specify) _____

Qty. _____ Cost _____

Total

Payment must be money order (by mail or exact cash (in person)). Personal checks are not accepted.

D. Mail request, copy of driver's license and money order (payable to SCCJA)

- a. Sign form
- b. Copy of Driver's License
- c. Money Order
- d. Specify Curriculum number (if applicable)

SC Criminal Justice Academy
Attn: Document Order Form Processor
5400 Broad River Road
Columbia, SC 29212-3540

Questions, please call 803.896.7802



An Accredited Law Enforcement Training Agency