



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. Student's Contact information:

1. Name: _____
2. Last four of Social Security Number: XXX -XX - _____
3. Telephone Number and/or Email: _____

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

1. Official Academic Transcript – **\$15.00 per Transcript** - reflects all SC CJA advanced classes and field classes which include number of hours earned, certifications and employment history and curriculum for mandated Basic Law Training and Detention Training.

Qty: _____ Cost: _____

2. Duplicate Certificate – **\$5.00 per Certificate** - please check which certificate you require below.

Basic Law Certificate Qty: _____ Cost: _____

Detention Certificate Qty: _____ Cost: _____

Payment must be made by money order and sent by mail to:

SC Criminal Justice Academy, Document Order Form Processor, 5400 Broad River Road, Columbia, SC 29212

Cash and Personal Checks are NOT accepted
Processing time is 3 – 5 business days

Questions: email cert@sccja.sc.gov

D. By providing my signature below I am authorizing SC CJA to release the requested document(s) to the Institution/Person in Section A.

Signature: _____ **Date:** _____

E. Sign form and include a copy of your driver's license and money order (payable to SCCJA)

An Accredited Law Enforcement Training Agency

