



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

Other: _____

**If you require a graduation certificate or professional development records, please log into the DCJS TRACER system: <https://tracer.dcjs.virginia.gov/personnel/login>

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

A NATIONALLY ACCREDITED LAW ENFORCEMENT TRAINING ACADEMY