

EMI Independent Study Program Transcript Request Form

A transcript of your Independent Study course completions will be emailed to you (the student) and sent by postal mail to any Institutions you indicate below. Please type or write your information legibly.

****If you are requesting transcripts for 10 or more students, please contact our office at 301-447-1200 or Independent.Study@fema.dhs.gov for additional completion verification options.***

Student Name (required):
Address (required):
City, State & Zip Code (required):
Phone Number:
Email Address (required):
Social Security Number OR FEMA Student ID (SID) (1 required):
<small>Please see our website at https://training.fema.gov/is/privacystatement.aspx for information on why the ssn is required.</small>
*Student Signature (handwritten or authentic digital signature required):
<small>For information on how to create digital signatures, visit https://acrobat.adobe.com/us/en/sign/capabilities/digital-signatures-faq.html</small>
<i>*Only you (the student) can authorize the release of your training record(s). By signing this form you grant permission for the FEMA Independent Study program to release your information to the designated third-party organizations or agencies indicated below.</i>

Institutions to receive Official Transcripts(s):

*As the requestor, you automatically receive a student copy of your transcript via email. Official transcripts are printed, sealed and mailed via the US Postal Service. Please allow 10 business days for delivery.

Institution Name (required): NYS Department of State - Division of Code Enforcement and Administration
Attention to (required): Training Unit
Address (required): One Commerce Plaza, 99 Washington Ave., Suite 1160
City, State & Zip Code (required): Albany, New York 12231
Institution Name (required):
Attention to (required):
Address (required):
City, State & Zip Code (required):

Submit your request to:

National Emergency Training Center
EMI Independent Study Program
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

Independent.Study@FEMA.DHS.gov

Fax to: (301) 447-1201