

LSU Carrol L Herring Fire and Emergency Training Institute  
Certification Program

**REQUEST FOR OFFICIAL CERTIFICATION TRANSCRIPT**

**Individual Information:**

Print Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last 4 digits of SSN: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Fire Department ID: \_\_\_\_\_

Certification records are education records of individuals and are therefore protected by the Buckley Amendment of Family Educational Rights and Privacy Act of 1974.

\_\_\_\_\_  
**Signature of Individual** \_\_\_\_\_  
**Date**

**Transcripts are \$10.00 each. If requesting more than one official transcript, please include that somewhere on this form. Please allow 2-3 weeks for processing.**

**METHOD OF PAYMENT**

Check/Money Order (Payable to LSU FETI)

Credit/Debit Card

\* For security purposes, we will contact you via phone to obtain card information. Please provide the following contact information:

\_\_\_\_\_  
**Contact Name**

\_\_\_\_\_  
**Contact Phone Number**

**Please return form and payment to:**  
LSU Carrol L Herring  
Fire & Emergency Training Institute  
Certification Office  
6868 Nicholson Dr.  
Baton Rouge, LA 70820  
  
Telephone: 225-334-6282  
Fax: 225-334-6065  
Email: [feticert@lsu.edu](mailto:feticert@lsu.edu)

**For Office Use Only:**

**Date Received:** \_\_\_\_\_ **Date Verified:** \_\_\_\_\_