



# CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



## DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

### TRANSCRIPT/CERTIFICATION VERIFICATION REQUEST FORM

#### INSTRUCTIONS:

- Complete all sections of this form clearly.
- Use a separate form for each unique address if sending to multiple recipients.
- Email completed and signed form to: [POST.CERTIFICATION@CT.GOV](mailto:POST.CERTIFICATION@CT.GOV)

If you require an official transcript for admission to a college or university, please ensure that your request includes the full name and mailing or email address of the institution. Official transcripts can only be issued directly to the receiving school. Incomplete university information may delay processing.

Transcript and certification verification requests may take up to 5 business days for processing. This timeframe allows our staff to locate, review, and confirm all training and certification records to ensure accuracy before release. Requests are processed in the order they are received, and you will be notified immediately once your documentation is completed and available.

#### PERSONAL AND EDUCATIONAL INFORMATION

Full Name: \_\_\_\_\_ POST ID: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Dates of POST Academy Attendance: From: \_\_\_\_\_ To: \_\_\_\_\_

#### VERIFICATION REQUEST DETAILS

Request (check all that apply):  Official Transcript  Unofficial Transcript  Certification Verification  
 Number of Copies: \_\_\_\_\_  
 Delivery Method:  Standard Mail (for official Transcript requests)  Electronic  
 Purpose of Transcript:  Education  Employment  Personal Records

#### RECIPIENT INFORMATION

Recipient Name: \_\_\_\_\_ Attention: \_\_\_\_\_  
 Recipient Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



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#### AUTHORIZATION AND CONSENT

I acknowledge and consent to the release of my educational and/or certification records as per the Family Educational Rights and Privacy Act (FERPA).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### OFFICIAL USE ONLY

Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Documents Attached: \_\_\_\_\_