MEMORANDUM

TO:
FR: Kimberly A. Greathouse
DT:
RE: Transcript Request/Certificate Request

Thank you for your recent request for a transcript/certificate. Please be advised that this information is considered confidential, and without written signature, we cannot release records. If you will provide the information requested on the bottom of this letter and return it to our office, I will forward your request to the proper department. It could take approximately 2-3 weeks from the time your request is received in our office. There is a $6.00 charge only for transcripts listing classes taken prior to July 1992. There is a $10 charge for each duplicate certificate payable in advance. If requesting both transcript and certificate, please issue separate checks for each. **Please include a check(s) made payable to "WVU" to cover associated costs.**

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Check One or Both: Transcript Request Certificate Request/Title: _____

Name_____

Address_____

_____
City State Zip

Social Security Number_____

Date of Birth _____

Fire Department/EMS Affiliation
_____

Years of Service to the Fire Department (example 1979-1993) and/or Date of Certificate
_____

Are there any other names/nicknames your records could be listed under?
_____

Written Signature_____

Note: This form CANNOT be faxed, as original signature and checks are required.

Please send form to: **WVU Fire Service Extension**
ATTN: Kim Greathouse
PO Box 6610
Morgantown, WV 26506