

## IGCIA STUDENT RECORD REQUEST FORM

**Mail Address:**

Student Record Requests  
Inspector General Criminal Investigator  
Academy  
Federal Law Enforcement Training Center 384  
Marana Circle, TH 384 Glynco, GA 31524

**E-Mail Address:**

[registrar@cigie.gov](mailto:registrar@cigie.gov)

### Copy of Signed Official Picture ID Goes Here

Records are requested for (check which applies):

SELF: \_\_\_\_\_ COLLEGE/UNIVERSITY: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

FULL NAME OF STUDENT (PRINT): \_\_\_\_\_

AGENCY STUDENT WORKED FOR AT TIME OF TRAINING: \_\_\_\_\_

NAME OF PROGRAM: \_\_\_\_\_ CLASS NUMBER: \_\_\_\_\_

DATES ATTENDED: \_\_\_\_\_

As a service, we will send student records, including program syllabi (if available) to colleges, universities, and/or employers at the request of our former students. There is no charge for this service. The college or university will determine how many, if any, credits they will allow for your IGCIA training. The IGCIA does not assign credit hours for our training programs. If you are requesting a transcript for a college/university or employer, you must provide their mailing address below. Please include the name of your contact if you have one. If this request is for yourself, please include your address and contact information.

NAME OF CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

I understand the penalties provided in 5 U.S.C.552a (i) (3) for requesting or obtaining access to records under false pretenses. I certify under penalty of perjury pursuant to 28 U.S.C.1746 that the foregoing is true and correct.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

You must sign this request and include with it a legible copy of a signed official picture ID.

**NOTICE:** Most training programs lasting two weeks or less do not have a syllabus.

**Penalty under 5 U.S.C. 552a (i) (3)**

*Any person who knowingly and willfully requests or obtains any record concerning an individual from an Agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. Additionally, while not specified in the law, the individual whose privacy is violated can seek civil damages against the person who requested the records under false pretenses.*

**PRIVACY ACT NOTICE**

The authority to collect the information is derived from the Government Employees Training Act, 5 USC 4101 4118 as implemented by Executive Order 11348 of April 20, 1969 and Reorganizing Plan No. 26 of 1950. The information you supply will be used to assist the government in retrieving information documenting your training. If you furnish none of the information requested, the government will be unable to process your request. If you furnish only part of the information required, an attempt will be made to process your request. If the information withheld is found to be essential to effectively locating your records, you will be so informed.

**NOTE:** Transcript requests are processed on a first-come, first-served basis. The average processing time for transcript requests is four weeks.