



COMMONWEALTH of VIRGINIA

Melvin D. Carter
EXECUTIVE DIRECTOR

Brook M. Pittinger
DEPUTY EXECUTIVE DIRECTOR

Brian M. McGraw, P.E.
STATE FIRE MARSHAL

Virginia Department of Fire Programs

State Fire Marshal's Office
1005 Technology Park Drive
Glen Allen, VA 23059-4500
Phone: 804/ 371-0220
Fax: 804/ 371-3367

VIRGINIA FIRE MARSHAL ACADEMY REQUEST PROCEDURES

To request a review / audit of your individual transcript:

1. Submit a written request to FMA@vdfp.virginia.gov
2. Provide the following information:
 - a. Name
 - b. Date of Birth
 - c. Last four digits of SSN
 - d. Certification for which you are requesting the review / audit
 - i. 1031 (even year renewal)
 - ii. 1033 (odd year renewal)
 - iii. Both
3. Please allow two weeks for VFMA Staff to provide a response.

To request a review / audit of personnel within your office:

1. Submit a written request to FMA@vdfp.virginia.gov
2. Provide the following information for each individual for whom you are requesting a review:
 - a. Name
 - b. Date of Birth
 - c. Last four digits of SSN
 - d. Certification for which you are requesting the review / audit
 - i. 1031 (even year renewal)
 - ii. 1033 (odd year renewal)
 - iii. Both
3. Provide a completed and signed "Authorization and Release for Training Records" for each individual for whom you are requesting a review. The form can be accessed at:
http://vafire.com/forms/pdf/2016/training_release.pdf
4. Please allow two weeks for VFMA Staff to provide a response.

To request a course (school number) for In-House Recertification Training:

1. Complete a Training Request / Course Completion Form. The form can be accessed at:
<http://vafire.com/forms/pdf/2016/CourseRequest.pdf>
2. Submit the completed form and supporting documentation to FMA@vdfp.virginia.gov
3. Requests must be submitted at least 30 days prior to the date of training.