Transcript Request Form

Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059-4500, USA
Tel: (804) 371-0220 Fax: (804) 371-3444
www.vafire.com

Use this form to request a copy of your FSTRS Transcript. Please fill in all of the required information, save the PDF, and email the completed PDF file to training@vdfp.virginia.gov. Please allow 7-10 business days for a response.

If any training prior to November 2019 is not appearing on your FSTRS Transcript, please reach out to your respective division office.

***CONTACT INFORMATION:**

SUFFIX: *FIRST NAME:

*MIDDLE INITIAL: *LAST NAME:

TITLE (Chief, Captain, FF, etc.)   2ND TITLE (If applicable, Adjunct)   *FDID#:

VDFP DIVISION   *LOCALITY AFFILIATION (City, County, Town)   *FIRE DEPARTMENT BRIGADE:

*HOME ADDRESS 1:
          (If P.O. Box, please provide a street address for UPS)

HOME ADDRESS 2:

*CITY/COUNTY NAME: *STATE: *ZIP CODE:

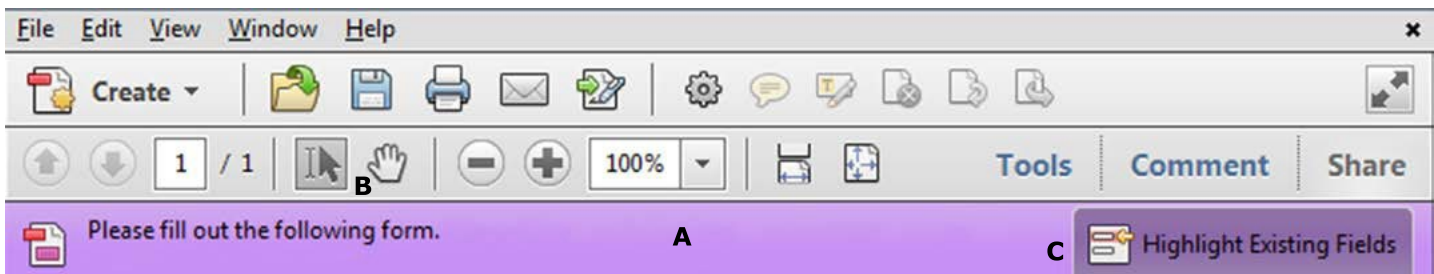*WORK TELEPHONE NUMBER: *HOME TELEPHONE NUMBER:

FIRE DEPARTMENT TELEPHONE NUMBER   * EMAIL:

* Indicates Required Information (highlighted in red)   (Please provide your reply-to-Address)

In the box below, please identify any training that may not appear on your FSTRS Transcript. Please remember to provide as much information as possible.

Please provide us your current mailing address information with any changes. This will enable us to send you or the appropriate party the most current state fire/emergency service information without interruption.

For Detailed Instructions See Page 2

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Please fill out the following form.   A   C   Highlight Existing Fields

Instructions for Completing Fillable PDF Form:

Please make sure that the latest version of **Adobe Reader** is installed on your PC to complete the fillable PDF form. You may Download the **FREE** Macintosh or Windows versions of Adobe Reader from Adobe at: https://get.adobe.com/reader/

1. Open the PDF, Click File > Save file

as Name the file your **firstname_last name and the date** and choose a location to save the file on your computer before completing the form. (jon_doe_01_01_16.pdf)

Once you have saved the interactive form to your computer, you are ready to **fill in the required information**. (Be sure to **save** and **retain** a copy of the completed form for your records.)

2. Fill in interactive form

An interactive form contains fields that you can select or fill in.

   A. Purple message bar indicates presence of fillable fields.

   B. Right-click the document, and select either the Hand Tool or the Select Tool from the pop-up menu. 🖑 or I▶

   C. To make form fields easier to identify, click the Highlight Existing Fields button on the document message bar.

Form fields appear with a colored background light blue, and all **required form fields** are outlined in **red**.

   D. Click to select options, such as list boxes. Click inside a text field to type.

*Note: The pointer changes to a different icon as you move it over a field. For example, the Hand tool changes to an I-beam when you can type text into the form field.

E. When finished filling in all of the required information, **save** the form and **click the Email address at the top** to create an Email. (staff.name@vdfp.virginia.gov)

F. **Attach** the completed PDF and send. Attach Send

– **You may also Mail the Form:**
Please print the completed form with all of the required information and mail to:
1005 Technology Park Drive
Glen Allen, Virginia 23059

– **You may also Fax the Form:**
Please print the completed form with all of the required information and Fax to:
(804) 371-3444

3. Print form
• Choose **File > Print** or Click the Print button. 🖨

• Choose a printer from the menu at the top of the Print dialog box.

• In the **Comments and Forms menu** in the upper-right area of the Print dialog box, **choose Document**, and then **click OK**:

*Note: To print the form and the typed entries, You **MUST choose Document**. This option prints text you've typed using the Add Text tool.