



REQUEST FOR TRANSCRIPT
PD 187-160 (Rev. 01-17)

IMPORTANT

PLEASE READ ALL THREE PAGES

ATTENTION APPLICANTS:

In order for the Training Records Unit to properly process your request for an official or student copy of your transcript, the attached application must be completed. The fee for an official transcript to be sent to a school, agency or other institution is **\$3.00 per official transcript**. Your personal check or money order (**no cash**) should be made payable to the New York City Police Department. A student copy of the transcript will automatically be sent to your home address. Please note, official transcripts are for schools/agencies **ONLY**. **If you would like the official copy sent to your home in a sealed envelope, you must still include the name and address of the institution to which it will be given.** There is **no fee** imposed on requests for student copies of transcripts. Additionally, if you are updating a transcript with newly completed courses and an official copy is being sent to the same school/agency that it was originally sent to **within the past 5 years**, there is no fee. Furthermore, if a school did not receive an official transcript, there is no fee for re-sending it.

In addition, if you have completed any **In-Service Training (LISTED ON PAGE 3)** you must attach copies of the certificates received upon completing the course. **YOU MUST INCLUDE THESE COPIES** if you want the in-service courses and respective credits to appear on your transcript in addition to the credits received in recruit school. **ONLY** courses taught by the NYPD will be added to your transcript. If you were sent for training elsewhere by the NYPD, those courses will not be included.

Requests are handled on a first-come, first-served basis, no exceptions. The above process also applies to those who are no longer active members of the New York City Police Department.

NOTE: IF YOU OMIT ANY INFORMATION ON THE REQUEST FOR TRANSCRIPT APPLICATION (I.E. COMPANY NUMBER, APPOINTMENT DATE, ETC.), IT MAY DELAY THE PROCESSING OF YOUR APPLICATION OR CAUSE IT TO BE RETURNED TO YOU UNPROCESSED. PROCESSING TIME IS 10-15 BUSINESS DAYS FROM THE DAY RECEIVED BY THE TRAINING RECORDS OFFICE.

The application along with the **\$3 personal check or money order (no cash)** payable to "New York City Police Department" (NYCPD) should be mailed to the following address:

**Candidate Assessment Center
Training Records Unit
235 East 20th Street
Room 833
New York, NY 10003**

Training Records Unit
Phone: 718-312-4425
Phone: 718-312-4426
Fax: 718-312-5295

**REQUEST FOR TRANSCRIPT**

PD 187-160 (Rev. 01-17)

Civilian ☐ Uniformed ☐ Outside Agency ☐

(Check One Box)

**Have You Previously Requested a Transcript
or Letter From the Training Records Unit?**Yes ☐ No ☐

If Yes, Approx. Date of Request _____

Name (Last, First)		Maiden		Training Academy:	
				NYCPD ☐	Transit ☐ Housing ☐
Rank	Tax No.	SS No.* (Last 4 Digits) <i>*(Full SS No. is needed if Tax No. not available)</i>		DOB	
Home Address (Include Apt. No.)		City		State	Zip
Home Phone No.		Command Phone No.		Command Code	
Date Appointed		Date Left Agency		PA Company No.	
Request for Student Copy ☐		Today's Date			
Request for Official Copy ☐ <i>*(\$3.00 Check or Money Order Must Be Attached)</i>		*If requesting an official copy, you must still provide the name and address for the school or agency in the captions below.		Do you want both copies of official transcripts sent to the home address listed above? ☐ Yes ☐ No	
Send to: School/Agency		Attention of			
Address		City		State	Zip

In-Service Course No. & Name	Date Attended	In-Service Course No. & Name	Date Attended	In-Service Course No. & Name	Date Attended
PAA		Coll Invest		Hom. Invest. Course	
PRAA of Mang. & Sup.		CIC		Intern. Invest. Course	
NYPD SSOC		Det. Bur. Interr.		MOI	
Advanced Nar.		Emerg. Med. Tech.		Sci. of Fingerprint	
Basic Methods of Sec.		Emerg. Med. Tech. Refr.		Sgt. Leadership Course	
Char. Assess. Sect.		Fund. of Auto Theft		Spec. Victims Invest.	

The boxes to the left correspond to course listings on page 3. If you took any of these In-service courses, please provide us with a copy of the certificate. The Training Records Unit has very limited records.

INSTRUCTIONS:

If you omit information on this form, your application will be delayed for processing or returned to you unprocessed and your request will have to be resubmitted. The fee for each official transcript is \$3.00 and is payable by check or money order made out to NYCPD. Mail application, money order and any applicable certificates to: Candidate Assessment Center, Training Records Unit, 235 East 20th Street, Room 833, New York, NY 10003. **PLEASE NOTE:** Processing time for this request is approximately 10 business days from the day received by Training Records Unit. **SEE EXPLANATION OF IN-SERVICE COURSES ABOVE ON PAGE 3.**

FOR OFFICIAL USE ONLY:

Date Received		Log No.		Check/MO No.	
Mail ☐ Phone ☐	Reviewed By:			Date Sent	Initials
Walk-in ☐ Fax ☐					



Explanation of Captions for In-Service Courses on Page 2

REMINDER: You must submit copies of any certificates related to the courses listed below that you have attended. The courses listed below are the **ONLY** courses evaluated for college credit recommendations. **Not all courses listed are currently accredited.** The number of course hours and credits will vary depending on the year they were taught. For a detailed description of these courses, please visit the Web site of the accrediting agency, National CCRS, at **www.nationalccrs.org**.

CIVILIAN TRAINING

Police Administrative Aide Entry Level Training
(Formerly *Police Administrative Aide*)
210/265 hours (3, 6 or 7 Credits)

Principles of Management & Supervision
70 hours (2, 3 or 4 Credits)

NYPD School Safety Officer Course
(Formerly *Basic Course for Peace Officers without firearms: Also known as School Safety Recruit Training*)
360/560/511/595 hours (6, 8 or 26 Credits)

IN-SERVICE TRAINING

Advanced Narcotics Investigation Course (HIDTA)
(Formerly *Advanced Narcotics Training Seminar*)
40 hours (3 Credits)

Basic Methods of Security
(Formerly *Security Course for Crime Prevention Officers*)
35-42 hours (1-3 Credits)

Character Assessment Section Basic Investigator Course
(Formerly *Applicant Processing Division*)
Basic Investigator Course
70 hours (2 Credits)

Collision Investigation
(Formerly *Accident Investigation*)
70 hours (3 Credits)

Criminal Investigators Course
(Formerly *Basic Criminal Investigator's Course*)
(Formerly *Criminal Investigation Course*)
70/105 hours (3 Credits)

Detective Bureau Interrogators Course
35 hours (3 Credits)

Emergency Medical Technician – Basic
(Formerly *Emergency Medical Technician – Defibrillation (EMT-D); Emergency Medical Technician*)
120/136/150.5 hours (4-6 Credits)

Emergency Medical Technician – Refresher Course
53/64 hours (3 Credits)

Fundamental of Auto Theft Investigation
Fundamentals of Motor Vehicle Theft Investigation
32 hours (2 Credits)

Homicide Investigators Course
(Formerly *Homicide Investigations*)
70 hours (3 Credits)

Internal Investigators Course
(Formerly *Basic Methods of Internal Investigations, Also known as Internal Investigations*)
70 hours (3 Credits)

Methods of Instruction
70/77 hours (3 Credits)

Science of Fingerprints
160 hours (1-3 Credits)

Sergeant's Leadership Course
(Formerly *Basic Leadership Course*)
177 hours (3 Credits)

Special Victims Investigator's Course
(Formerly *Sex Crimes Investigations*)
(Formerly *Sex Crimes and Child Abuse Investigation Course*)
35 hours (2 Credits)