



REQUEST FOR CERTIFICATION LETTER



Have You Previously Requested a Transcript or Letter from the Education, Training, Opportunities and Tracking Unit? Yes No If Yes, Approx. Date of Request _____

Name (Last, First)		Maiden	Training Academy: NYCPD <input type="checkbox"/> Transit <input type="checkbox"/> Housing <input type="checkbox"/>		
Last Rank	Tax No.	SS No.* (Last 4 Digits) *(Full SS No. if Tax No. is not available)		DOB	
Home Address (Include Apt. No.)			City	State	Zip
Home Phone No.		Today's Date			
Date Appointed		Police Academy Company #			

AGENCY / EMPLOYER INFORMATION (must be completed/ cannot be left blank)

Name of Agency		Attention of			
Address					
City		State		Zip Code	

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 Request for Certification Letter will be mailed to your home address. Processing time for this request is approximately 10 business days.

Applications may be submitted by E-Mail: TrainingRecords@nypd.org, Fax: 718-312-5295, in Person or by Mail to the address listed below.

Candidate Assessment Division
Education, Training, Opportunities & Tracking Unit, Room 833
235 East 20th Street
New York, NY 10003

Education, Training, Opportunities and Tracking Unit
Phone: 718-312-4425 or 718-312-4455
Fax: 718-312-5295

FOR OFFICIAL USE ONLY:

Date Received		Log/Serial No.			
E-mail	Mail	Reviewed By:		Date Sent	Initials
Walk-in	Fax				