



SOUTH CAROLINA STATE FIRE

a Division of South Carolina Department of Labor, Licensing and Regulation

South Carolina Fire Academy

141 Monticello Trail • Columbia, SC 29203

(803) 896-9800

www.statefire.llr.sc.gov

Dear Student,

In order to receive a duplicate certificate(s), please complete the form below.

- If you completed the course within the last 90-days, duplicates are free of charge.
- After 90 days, there is a \$5.00 fee for each copy.

Missing certificates: If you haven't received your certificate, please contact your Fire Chief or Training Officer. All course results are mailed directly to the fire department.

- Requests for SC Fire Academy duplicate certificates, email form to Kathleen.Brantner@llr.sc.gov.
- Requests for IFSAC/ProBoard course certificates email form to Karen Rivera at Karen.Rivera@llr.sc.gov.
- For National Fire Academy (NFA/FEMA) certificates, contact the NFA directly. [National Fire Academy Transcripts and Certificates](#)

Payment Information:

- Requests are processed upon receipt of payment.
- We accept checks, money orders and credit/debit cards. **(Note: For your security, please do not email credit card information)**
- Direct billing to the fire department is available with prior authorization from the Fire Chief.
- **We do not accept cash payments.**

If you have any questions, please feel free to contact me.

Kathleen Brantner/Records Coordinator
South Carolina Fire Academy
141 Monticello Trail
Columbia SC 29203
Office 803-896-9881
Kathleen.Brantner@llr.sc.gov



Our mission is to be the focal point for service and support to save lives and property.



SOUTH CAROLINA STATE FIRE

a Division of South Carolina Department of Labor, Licensing and Regulation

South Carolina Fire Academy

141 Monticello Trail • Columbia, SC 29203

(803) 896-9800

www.statefire.llr.sc.gov

Request for Duplicate Certificates

SCFID Number _____ or last 5 (five digits) of SS# Number: _____

Name _____ Fire department _____

Mailing Address _____

City _____ State _____ Zip Code _____ Phone number _____

Name of Course	Course Code/Section Number	Date of Completion

