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 Sabrina Davis-Javis at Sabrina.Javis@llr.sc.gov or 803-896-9859.
- Requests for IFSAC/ProBoard course certificates email form to Karen Rivera at Karen.Rivera@llr.sc.gov or 803-896-4059.
- For National Fire Academy (NFA/FEMA) certificates, contact the NFA directly National Fire Academy Transcripts and Certificates or 301-447-1531.

Payment Information:

- Requests are processed upon receipt of payment.
- We accept checks, money orders, and credit/debit cards. You may call us with your credit card information. **For your security, please do not email credit card information. (A mandatory** 2.75% processing fee **is applied to all payments made by card.)**
- 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.

Sherri Bush
South Carolina Fire Academy
141 Monticello Trail
Columbia SC 29203
Office 803-896-9881
Sherri.Bush@llr.sc.gov

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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