



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 Transcript

The South Carolina Fire Academy provides individual transcripts through the following options:

- Digital transcripts sent via email are free of charge. You can also view and print your transcript immediately by logging into your SC Fire Portal account. [Fire Marshal Portal of Services](#)
- By Mail: \$3.00 fee for physical copies sent by mail to home addresses or educational institutions.
- Email Transcript Request form to Kathleen.Brantner@llr.sc.gov.

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

Name Fire department

Mailing Address

City State Zip Code Phone number

- 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.

Thank you,

Kathleen Brantner/Records Coordinator
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