

US Border Patrol Academy

Transcript Request Form

Please E-mail completed form to:
BPA OPS_transcriptrequests@cbp.dhs.gov

**Copy of Signed Official
Picture ID Goes Here**

PRINTED NAME _____ SSN _____

Please check all that apply:

Self _____ College or University _____ Employer _____

***Self-copies requested will be E-mailed to the address provided below.**

CLASS(S) _____ YEAR(S) ATTENDED: _____

As a service, we will send transcripts of grades and program syllabi, if available, to colleges, universities, and/or employers at the request of our former students. There is no charge for this service.

The college or university will determine how many, if any, credits they will allow for your USBPA training. The USBPA does not assign credit hours for our training programs.

If you are requesting a transcript for a college, university, and/or employer, **you must provide their mailing address below. Please include the name of your contact if you have one.**

This is to verify that I am the individual who is the subject of the records requested and that my address is:

ADDRESS _____

CITY _____ STATE _____ ZIP _____

*Email Address _____

Daytime phone number should there be any questions regarding your request _____

I understand the penalties provided in 5 U.S.C.552a (i) (3) for requesting or obtaining access to records under false pretenses. I certify under penalty of perjury pursuant to 28 U.S.C.1746 that the foregoing is true and correct.

SIGNATURE _____ DATE _____

You must sign this request and include with it a legible copy of a signed official picture ID.

Penalty under 5 U.S.C. 552a (i) (3)

Any person who knowingly and willfully requests or obtains any record concerning an individual from an Agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. Additionally, while not specified in the law, the individual whose privacy is violated can seek civil damages against the person who requested the records under false pretenses.

PRIVACY ACT NOTICE

The authority to collect the information is derived from the Government Employees Training Act, 5 USC 4101 4118 as implemented by Executive Order 11348 of April 20, 1969. The information you supply will be used to assist the government in retrieving information documenting your training. If you furnish none of the information requested, the government will be unable to process your request. If you furnish only part of the information required, an attempt will be made to process your request. If the information withheld is found to be essential to effectively locating your records, you will be so informed. Disclosure by you of the last four digits of your Social Security Number (SSN) is mandatory. Solicitation of the SSN is authorized under the provisions of Executive Order 9397 dated November 23, 1943. The SSN will be used only as necessary in connection with retrieving your records. The use of the SSN is made necessary because of the large number of present and former Federal employees who attend or have attended USBPA Programs, and who potentially may have identical names and birth dates and whose identities can only be distinguished by the SSN.

NOTE: Transcript requests are processed on a first-come, first-served basis. The average processing time for transcript requests is four weeks.