



## Chester County Department of Emergency Services

### Public Safety Training Campus

137 Modena Road • Coatesville, PA 19320

[www.chesco.org/DES](http://www.chesco.org/DES) • 610-344-4100

**"The mission of the Department of Emergency Services is to promote and assist in providing safety and security to Chester County citizens so they can work, live, and grow in a healthy and safe community."**

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### Transcript Request

I, \_\_\_\_\_ request a copy of my transcript at the Chester County Public Safety Training Campus. I understand that in order to provide me a copy of my transcript it is necessary for me to provide the following information:

Last 4 of Social Security #: xxx-xx- \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

Date: \_\_\_\_\_

I also request that a copy of my complete transcript be sent to the following:

Agency Name: \_\_\_\_\_

Person whose attention it needs to be addressed: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please print clearly the department and individual to which you authorize release of transcript.  
If multiple agencies please complete a request for each agency that you request transcript release.**

After you have printed and signed the completed document,  
please fax to 610-344-5669 or scan and email to [PSTC@chesco.org](mailto:PSTC@chesco.org)