



South Carolina Criminal Justice Academy

Document Order Form (PRINT LEGIBLY)

A. Provide address where document(s) will be mailed (skip line 1 if mailing to self):

- ⇐ 1) Institution's Name
- ⇐ 2) Person / Dept. Name
- ⇐ 3) Street or PO Box no.
- ⇐ 4) City, State and Zip Code

B. Provide student's contact information:

Name: _____
Print name Sign name to authorize SCCJA to release the requested document(s).

Social Security # _____ Telephone # _____

For verification purposes, attach a copy of the student's driver's license to this form.

C. Select document(s) and corresponding cost(s):

Official Academic Transcript (\$15.00) (Transcript - All SCCJA classes, field classes, certifications, employers, effective dates and number of hours earned)	Qty. <input type="text"/>	Cost <input type="text"/>
Curriculum (circle BLE or BJT) (Curriculum – course content & corresponding hours of basic training) (See Attached Curriculum Document Fee Schedule) – L# _____	Qty. <input type="text"/>	Cost <input type="text"/>
Duplicate Certificate (\$5.00) (Specify which certificate below)	Qty. <input type="text"/>	Cost <input type="text"/>
Other (specify) <input style="width: 200px; height: 30px;" type="text"/>	Qty. <input type="text"/>	Cost <input type="text"/>
	Total <input type="text"/>	<input type="text"/>

Money order (by mail) or exact cash (in person). PERSONAL CHECKS NOT ACCEPTED.

D. Mail request, copy of driver's license and money order (payable to SCCJA):

1. Sign form
2. Copy of driver's license
3. Money order
4. Specify curriculum number (if applicable)

S.C. Criminal Justice Academy
 Attn.: Document Order Form Processor
 5400 Broad River Road
 Columbia, SC 29212-3540

SCCJA Curriculum Document Fee Schedule

Find the date or course number corresponding to your date of graduation to determine the appropriate cost and curriculum number (L#).

L#	BASIC LAW ENFORCEMENT DATES	COURSE #	HOURS	PAGES	COST
L1	January 1 , 1970 - January 1, 1971	BLE 9 -16	200	3	\$2.00
L2	January 1, 1971 - January 1, 1972	BLE 17 - 24	200	2	\$1.50
L3	January 1, 1972 - January 1, 1973	BLE 25 - 36	200	10	\$5.50
L4	January 1, 1973 - January 1, 1974	BLE 37 - 51	244	11	\$6.00
L5	January 1, 1974 - January 1, 1975	BLE 52 - 66	247	11	\$6.00
L6	January 1, 1975 - January 1, 1976	BLE 67 - 79	320	9	\$5.00
L7	January 1, 1976 - January 1, 1977	BLE 80 - 94	335	9	\$5.00
L8	January 1, 1977 - January 1, 1978	BLE 95 - 106	352	9	\$5.00
L9	January 1, 1978 - January 1, 1979	BLE 107 - 118	436	10	\$5.50
L10	January 1, 1979 - January 1, 1980	BLE 119 - 128	436	11	\$6.00
L11	January 1, 1980 - June 22, 1981	BLE 129 - 143	436	11	\$6.00
L12	June 22, 1981 - May 2, 1983	BLE 144 - 160	443	9	\$5.00
L13	May 2, 1983 - January 7, 1985	BLE 161 - 177	382	10	\$5.50
L14	January 7, 1985 - May 27, 1985	BLE 178 - 181	329	3	\$2.00
L15	May 27, 1985 - January 6, 1986	BLE 182 - 187	334	3	\$2.00
L16	January 6, 1986 - January 1, 1992	BLE 188 - 261	329	3	\$2.00
L17	January 1, 1992 - December 18, 1992	BLE 262 - 273	336	1	\$1.00
L18	November 30, 1992 - September 3, 1993	BLE 274 - 282	343	1	\$1.00
L19	August 2, 1993 - January 8, 1996	BLE 283 - 322	336	1	\$1.00
L20	January 8, 1996 - August 14, 1998	BLE 323 - 367	334	1	\$1.00
L21	January 8, 1996 - August 14, 1998 + unit descriptions	BLE 323 - 367	334	13	\$7.00
L22	July 20, 1998 - June 11, 1999	BLE 368 - 380	394	1	\$1.00
L23	July 20, 1998 - June 11, 1999 + unit descriptions	BLE 368 - 380	394	17	\$9.00
L24	May 3, 1999 – July 8, 2001	BLE 381 - 416	400	1	\$1.00
L25	May 3, 1999 – July 8, 2001 + unit descriptions	BLE 381 - 416	400	1	\$7.00
L26	July 9, 2001 – August 19, 2005	BLE 417 - 477	400	1	\$1.00
L27	July 1, 2005 – June 30, 2006	BLE 478 - 492	376S / 331LP	1	\$1.00
L28	July 1 , 2006 - September 13, 2006	BLE 493	335 LP	1	\$1.00
L29	September 14, 2006 - June 30, 2008	BLE 494 - 523	384S / 338LP	1	\$1.00
L30	June 9, 2008 - August 15, 2008	BLE 524	393.25S / 339LP	1	\$1.00
L31	July 1, 2008 - Nov. 20, 2009	BLE 525 - 545	392.25 / 338LP	1	\$1.00
L32	October 12, 2009 - October 22, 2010	BLE 546 - 562	389S / 333LP	1	\$1.00
L33	October 28, 2010 - July 9, 2011	BLE 563 - 572	389S / 335LP	1	\$1.00
L34	July 11, 2011 - August 19, 2011	BLE 573 - 574	522.25	1	\$1.00
L35	August 22, 2011 - November 11, 2011	BLE 575 - 580	523.75	1	\$1.00
L36	January 9, 2012 - February 17, 2012	BLE 581 - 582	523.75	1	\$1.00
L37	February 20, 2012 - October 3, 2012	BLE 583 - 593	517.75	1	\$1.00
L38	October 4, 2012 - February 17, 2013	BLE 594 - 598	522.75	1	\$1.00
L39	February 18, 2013 - September 1, 2013	BLE 599 - 607	521.75	1	\$1.00
L40	September 2, 2013 – January 26, 2014	BLE 608 - 613	530.75	1	\$1.00
L41	January 27, 2014 – August 30, 2014	BLE 614 - 623	531.25	1	\$1.00
L42	August 31, 2014 -	BLE 624 -	531.75	1	\$1.00

Basic Jail Curriculums are \$1.00. Please call for all other available curriculums.