

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTERS  
**STUDENT REGISTRATION FORM**

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	MI:	<input type="text"/>
Social Security Number:	<input type="text"/>	Birth Date:	<input type="text"/>	Sex:	<input type="text"/>
Class:	<input type="text"/>	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Agency:	<input type="text"/>	Arrival Date:	<input type="text"/>	Depart Date:	<input type="text"/>
Duty City:	<input type="text"/>	Duty State:	<input type="text"/>	US Citizen:	<input type="text"/>
Driver's License Number:	<input type="text"/>	State:	<input type="text"/>	Expiration Date:	<input type="text"/>
Home Address:	<input type="text"/>				
Home City:	<input type="text"/>	Home State:	<input type="text"/>	Zip Code:	<input type="text"/>
Email Address:	<input type="text"/>				

**Emergency Contact**

Name:	<input type="text"/>				
Relationship:	<input type="text"/>	Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>
Home Address:	<input type="text"/>				
Home City:	<input type="text"/>	Home State:	<input type="text"/>	Zip Code:	<input type="text"/>

**Agency Home Office Information**

Point of Contact:	<input type="text"/>	Work Phone:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>

**Receipt of Student Handbook Acknowledgment**

The Federal Law Enforcement Training Centers (FLETC) have standards of conduct and other procedures, policies, guidelines, and regulations specifically applicable to students contained in a Student Handbook. The Student Handbook is accessible through the following electronic links:

- Artesia - <https://www.fletc.gov/artesia-student-handbook>
- Cheltenham - <https://www.fletc.gov/cheltenham-student-handbook>
- Charleston - <https://www.fletc.gov/charleston-student-handbook>
- Glynco - <https://www.fletc.gov/glynco-student-handbook>

I acknowledge that it is my responsibility to familiarize myself with and abide by the standards of conduct, policies, and other information contained within the site-specific Student Handbook. I understand that in addition to action taken by my employing agency, a violation of the published procedures, policies, guidelines, or regulations may result in discipline up to and including expulsion; a permanent ban from current and future enrollment in training programs conducted at the FLETC.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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# Privacy Act Statement

## Authority

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 and Reorganizing Plan No. 26 of 1950 and the Treasury Department Order No. 140-01 (Federal Law Enforcement Training Center), and Memorandum of Understanding for the Sponsorship and Operation of the Consolidated Federal Law Enforcement Training Center.

## Purpose and Uses

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, your attendance in training will be immediately terminated. These records and information in the records may be used to: (1) disclose pertinent information to appropriate Federal, state, local or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (2) disclose information to a Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an individual, or issuance of a security clearance, license, contract, grant, or other benefit; (3) disclose information to a court, magistrate, or administrative tribunal in the course of presenting evidence. Other routine uses can be found in Privacy Act System of Records Notice DHS/ALL-003, Department of Homeland Security General Training Records (<http://www.gpo.gov/fdsys/pkg/FR-2008-11-25/html/E8-28037.htm>).

## Effects of Nondisclosure

If you furnish only part of the information required, an attempt will be made to maintain and process your records. If the information withheld is found to be essential to effectively maintaining and processing your records, you will be so informed, and your training will terminate unless you supply the missing information.

## Disclosure of your Social Security Number (SSN)

Disclosure by you of your SSN is not 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 students who attend or have attended Center Programs, and who potentially may have identical names and birth dates and whose identities can only be distinguished by the SSN.