

# Pay.gov FLETC Training and Conference Payment Instructions

1. Go to [www.fletc.gov/payment](http://www.fletc.gov/payment). The [FLETC Training and Conference payment](#) link will take you directly to the Pay.gov payment page for FLETC.

## Make a Payment

[Home](#) > [Public](#)

The Federal Law Enforcement Training Centers (FLETC) is pleased to acknowledge our partnership with [Pay.gov](#) and their role in managing credit card processing and payment for courses offered through the FLETC Distributed Learning Program (DLP). This partnership results in cost savings and greater accountability for the FLETC and the FLETC DLP.

### Payment

To pay for Training/Conferences, go to the [FLETC Training and Conference payment](#) site.

To pay for Missing Items, go to the [FLETC Missing Items payment](#) site.

### How to make a payment

- Click on the appropriate link above.
- You will be taken to Pay.gov and asked to fill out and submit a payment form. You will be asked to log in to Pay.gov or create an account if necessary.
- You will receive a confirmation page, and a copy of your payment will be sent via email.

2. The first page is for information only, defining the types of payment that are accepted. Click [CONTINUE TO THE FORM](#)

### DHS FLETC Conference and Training Payment

1 2 3 4 5

**Before You Begin** Complete Agency Form Enter Payment Info Review & Submit Confirmation

#### About this form

Use this form to pay for your individual(s) student training tuition with the Federal law Enforcement Training Center at DHS.

#### Accepted Payment Methods:

- Bank account (ACH)
- Debit or credit card

[Preview Form](#) [Cancel](#) [Continue to the Form](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

#### Need Help?

**Contact:**  
Jacqueline Sipe

**Email:**  
[Click to email](#)

**Phone:**  
(912) 554-4637

**Website:**  
[Click to visit site](#)

3. On the Payment Form, complete as required. Your notification email provides much of the information needed to complete the form.
  - a. Bill Number should be entered as "0" (zero).
  - b. Class or Conference Name should include the full class number (e.g. "G\_AIM-1901").
  - c. Enter Beginning Date and Ending Date for the class.
  - d. Enter the Applicant's Name.
  - e. Enter the Payment Amount.
  - f. Click CONTINUE at the bottom.



## Homeland Security

**Federal Law Enforcement Training Centers**  
 Finance Division, Building 66  
 1131 Chapel Crossing Road, Glynco, GA 31524  
**DHS FLETC CONFERENCE AND TRAINING PAYMENT FORM**

\* Denotes required fields

Customer Information

<p>* Bill Number <span style="color: red; font-size: x-small;">Enter "0" (zero) if a Bill number is not available</span></p> <input style="width: 95%;" type="text"/>	<p>Agency</p> <input style="width: 95%;" type="text"/>	
<p>* Mailing Address</p> <input style="width: 95%;" type="text"/>	<p>Address Line 2</p> <input style="width: 95%;" type="text"/>	
<p>* Country</p> <input style="width: 95%;" type="text" value="United States"/>	<p>* City:</p> <input style="width: 95%;" type="text"/>	
<p>* State / Province</p> <input style="width: 95%;" type="text"/>	<p>* Zip / Postal Code</p> <input style="width: 95%;" type="text"/>	
<p>* Primary Phone:</p> <input style="width: 95%;" type="text"/>	<p>Secondary Phone:</p> <input style="width: 95%;" type="text"/>	<p>Email Address:</p> <input style="width: 95%;" type="text"/>

Class or Conference Session Information

Class or Conference Name: Include full class number (e.g. "G\_AIM-1902")

<p>Beginning Date:</p> <input style="width: 95%;" type="text" value="Beg Date"/>	<p>Ending Date:</p> <input style="width: 95%;" type="text" value="End Date"/>	<p>* Payment Amount</p> <input style="width: 95%;" type="text"/>
<p>Number of Attendees: <input style="width: 20px;" type="text" value="1"/></p>		
<p>* Last Name:</p> <input style="width: 95%;" type="text"/>	<p>* First Name:</p> <input style="width: 95%;" type="text"/>	<p>M.I.</p> <input style="width: 20px;" type="text"/>

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Privacy Act Statement  
 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.

4. The remaining steps will allow you to submit your Payment Information.
5. Review and Submit Payment.

Once complete, you will receive a copy of the receipt via email. Forward a copy of your Pay.Gov receipt to [FLETCAdmissions@fletc.dhs.gov](mailto:FLETCAdmissions@fletc.dhs.gov) and include the student's last name and course number in the email subject. Your application will then be updated to indicate that payment has been received and you will receive a detailed registration confirmation email.

Please note, this must be completed **immediately**. If we have not received a response from you within seven (7) days, your registration may be cancelled.