

(Mail or fax ALL registration forms to:)  
 Division of Criminal Justice Academy  
 P.O. Box 283  
 Sea Girt, New Jersey 08750  
 phone (732) 282-6060  
 fax (732) 974-7551

To assist in planning course enrollment and providing confirmation of enrollment, registrations should be submitted at least 30 days prior to course start date. Written confirmation of course enrollment will be mailed prior to the course start date

**Please check course prerequisites prior to submitting registrations.**

For tuition courses, please submit an agency check or completed payment voucher **after** you have received your confirmation letter. **All course tuition payments should be mailed to the DCJ Academy office in Trenton.**

**No one will be admitted to class without their confirmation letter.  
 No substitutions will be permitted unless prior arrangements have been made.**

COURSE: _____	Date(s): _____
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<b>APPLICANT INFORMATION (The information you provide will be used to create your certificate, so please make sure the information is correct and type or print legibly using black ink )</b>			
LAST NAME	FIRST	MI	EMPLOYMENT E-Mail ADDRESS
TITLE/RANK	SOCIAL SECURITY NO. (Required)	COUNTY	AGENCY ORI NUMBER (Required)
EMPLOYING AGENCY		HOME TELEPHONE NUMBER	
AGENCY MAILING ADDRESS		AGENCY TELEPHONE NO. (Direct Number or Extension)	
CITY/STATE/ZIP (zip code is required)		AGENCY FAX NO.	
SIGNATURE OF APPLICANT		DATE	
SIGNATURE OF APPLICANT'S SUPERVISOR (Required)		TELEPHONE	
NAME AND TITLE OF SUPERVISOR (Please type or print legibly) (Required)		DATE	

**Subgun Instructor Course and Assault Rifle Instructor Course.** Candidates must provide a copy of a certificate confirming successful completion of a Firearms Instructor Course upon registration.

**Basic Course for Investigators.** Use dedicated registration form provided in following pages.

**Basic Course for Arson Investigators.** Use dedicated registration form provided in following pages.

**Internal Affairs Four Day Course.** Use dedicated registration form provided in following pages.