

# Requesting Documentation for CCW from the Training and Standards Bureau

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The Training and Standards Bureau (T&S) is the staff of the Law Enforcement Standards Board (LESB) and administers the programs of the LESB for certification of law enforcement, jail and secure juvenile detention officers; instructors; and basic training academies. The LESB was created by the Wisconsin Legislature in 1970, and law enforcement officer training and certification has been mandatory since 1974.

The T&S archives contain records dating back to the early 1970's, but the archives are not necessarily complete since some officers were grandfathered when law enforcement officer training and certification became mandatory in 1974. If you completed law enforcement officer training prior to 1974, T&S may not have documentation of your training.

Since 1974, when a law enforcement officer is certified by the LESB, a certificate and letter of certification is sent to the officer's employing agency. Check with your original employing agency to determine if they have your certificate and/or your letter of certification on file.

If you, or your original employing agency, do not have a copy of either your certificate or letter of certification on file, you may request a copy of your letter of certification and/or a copy of your basic training transcript from T&S. Please send your request along with the following information to the mailing address or e-mail address listed below.

- Complete Legal Name (include maiden name if necessary)
- Last 4 of SSN
- Date of Birth
- Last Employer and Dates of Employment
- Current Address
- Current Phone Number
- Current E-mail Address

Mailing Address	E-Mail / Subject Line
CCW Document Request Training and Standards Bureau PO Box 7070 Madison, WI 53707-7070	<a href="mailto:tsb@doj.state.wi.us">tsb@doj.state.wi.us</a> Subject Line: CCW Document Request

**Please allow at least 10 business days from the date that we receive your request for processing. Thank You.**