



INFORMATIONAL BULLETIN

SFT ID Number

Revised: April 2025

OVERVIEW

State Fire Training (SFT) has been using and issuing SFT ID numbers since 2010. The SFT ID number is an 8-digit number with a hyphen in the middle (ex. 1234-5678), and it takes the place of a person's social security number. Every personnel account in the SFT User Portal has a unique ID number, allowing SFT to synchronize a person's SFT course and certification activity with their SFT account. On January 1, 2019, SFT discontinued the collection and use of a person's social security number, leaving the SFT ID number as the default ID number to be used in all course and certification activity. The information in the bulletin aims to address questions on how to locate an SFT ID number and how it is issued to new accounts.

OBTAIN A NEW SFT ID NUMBER

If you have never taken an SFT course and need to obtain an SFT ID# in order to enroll in a course, please submit the SFT ID Request Form, located on the webform page of the SFT User Portal here: [SFT User Portal WebForms](#). SFT Staff will review submissions and issue your new ID# within 2 business days.

LOOK UP AN EXISTING SFT ID NUMBER

There are multiple ways to locate your SFT ID number:

- **SFT User Portal** – You may log into your [SFT User Portal](#) anytime and view your SFT ID. If you have never logged into the user portal and SFT has your email on file, you may easily obtain your SFT ID from the [SFT User Portal](#) login webpage by clicking the [Retrieve Your SFT ID](#) link.
- **Course Diploma or Certification** – Every SFT course completion diploma and certification issued after April 2017 has the SFT ID number located either underneath the name or in the bottom right corner.
- **Contact SFT Help Desk** – If you have already tried the prior to options and are still unable to locate your SFT ID, email SFT at SFTHelpDesk@fire.ca.gov. Your email should include a full name and contact info such as address, phone number, and date of birth so that SFT staff can verify the correct record. Any other information can help refine the data search such as previous addresses, previous last names, certifications, and courses you may have attended. **Do not submit your full SSN#.**

USING YOUR SFT ID NUMBER

Your SFT ID number is important to ensure that your course and certification activity is correctly imported into your SFT user account. Anytime you attend an SFT course it is mandatory to provide your instructor with your SFT ID number. Additionally, most applications for certification will request that you list your SFT ID number on the application form which again assists in reducing delays in processing.