

No transcript of a student's record will be issued until all financial obligations to the college have been satisfied. A charge of \$5.00 per official transcript will be assessed.

☐ Issue transcript now    ☐ Hold for term grades (end of semester)    ☐ Hold for degree/certificate

**Do you want:**

- ☐ To pick up- Photo I.D. (driver's license, etc.) is required.
- ☐ Someone else to pick up transcript. If so, who? (This person must have a photo I.D. to pick up your transcript. A copy of your identification is required for a request for transcripts to be picked up by someone else.)

Print Name \_\_\_\_\_

- ☐ The college to mail transcript to the address below.

**Mail to:**

_____		
Name		
_____		
_____		
Address		
_____		
_____		
City	State	Zip

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**FOR OFFICE USE**

**Fee Paid** \_\_\_\_\_ **DTCC Initials** \_\_\_\_\_

- ☐ Picked up by student \_\_\_\_\_ (date)
- ☐ Mailed as indicated above \_\_\_\_\_ (date)
- ☐ Picked up by someone else \_\_\_\_\_ (date)  
(Attach authorization)

**Please allow 1 week at the beginning and end of term for the request to be completed.**  
**No receipt confirmations are issued for mailed requests.**