

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.