



Official Transcript Request Form

ORDER ANY TIME: Order online and track the progress of your transcript request: <https://www.parchment.com>

OR you can order transcripts:

<p>IN PERSON: Completed form <u>required</u>. Current/valid government-issued ID <u>required</u>. Payment made at Cashier's Office in Building 14.</p>	<p>BY MAIL: Send completed and signed request with a copy of current government-issued ID along with payment (check or money order) to: Cashier, Bldg 14 Tacoma Community College 6501 S. 19th St. Tacoma, WA 98466</p>
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Please Note:

- COST: \$11.00 per Official Transcript.**
- Processing time can be up to five (5) business days and all orders are processed in the order received.
- There are no rush/priority requests for in-person or mailed orders. Online orders can be rushed for additional fees as detailed on <https://www.parchment.com>.
- Transcripts held for pick-up will be destroyed after 30 business days.
- Drawn or written/wet signatures are required. Electronic signatures are not accepted.

1. Student Information (Please print clearly and complete as many fields as possible for account verification.)

Last Name:	First Name:	Middle Initial:
Former Name(s) (if attended under a different name):		
Student ID Number or Last 4 of SSN:	Attendance Dates:	
Birthdate:	Telephone Number:	
Full residential or mailing address: (include City, State, and Zip Code)		
Email address:		

2. Order Information (Please print clearly. If more space is needed, please use back of this form.)

Number of official transcripts ordered: _____

<p>Send my transcript:</p> <p><input type="checkbox"/> Hard Copy/Mail</p> <p><input type="checkbox"/> Electronic/Email</p> <p>Complete mailing address or email address (required for fulfillment):</p> <p>_____</p> <p>_____</p>	<p>Transcript pick-up:</p> <p><input type="checkbox"/> I will pick up* my transcript when notified my order is fulfilled.</p> <p><input type="checkbox"/> A designated person will pick up* my transcript:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Name of designated person)</p> <p><small>*Pick up at Enrollment Services Office in Building 7. *Valid government-issued photo ID is required to pick up.</small></p>
<p><input type="checkbox"/> Request for hold: To be sent after the following has posted to transcript (include Quarter and Year of completion):</p> <p>End of Quarter Grade(s) (include term): _____ Degree (type and term of completion): _____</p> <p>Certificate (type and term of completion): _____ Grade Change (include term+year): _____</p> <p>Other (please specify): _____</p>	

3. Authorization to release

By signing below, I authorize Tacoma Community College to release my transcript as requested above.

Student's Signature: _____ Date: _____

OFFICE USE ONLY				
<input type="checkbox"/> ID and account verified	Date rcvd SFS:	Amount paid SFS:	Date rcvd ES:	Date fulfilled by ES: