ERWIN TECHNICAL CENTER

Request for Transcript or Diploma Award Letter

In Person:  Complete this form and drop it off in the Administration Office.  It will be ready in 3-5 days.
If you want it mailed, you must show current photo ID and pay when dropping off the request.  If you
will pick it up, bring: (1) a current government-issued photo ID and (2) cash or a money order for $5
payable to:  Erwin Technical Center.  NO CHECKS ACCEPTED.

By Mail:  Complete this form, have it notarized.  (Without the notary section completed, your request will be
returned to you.)  Enclose a money order (ONLY) for $5 payable to Erwin Technical Center.  NO CASH.
NO CHECKS.
MAIL TO: Erwin Technical Center
2010 East Hillsborough Avenue
Tampa, FL 33610
Attention:  Records/Data Department

__________________________________________  ___________________              ____________________
Name as it appears on School Records (PRINT)  Social Security Number             Phone Number

_________________________________________  ______________________________
Title of Program you attended as Erwin     Enrollment or Graduation Date

I authorize Erwin Technical Center to print and release ( $5) each

(    ) TRANSCRIPT  OR  (    ) DIPLOMA AWARD LETTER

(    ) I WILL PICK UP IN PERSON  (    ) PLEASE MAIL TO:  ________________________________

________________________________________________________________________

________________________________________________________________________

TODAY’S DATE        STUDENT SIGNATURE

NOTARY INFORMATION (REQUIRED ONLY FOR REQUEST BY MAIL)

I, __________________________________________, a notary public of the state of _______________________,
County of _______________________________, affirm the identity of the following person, who is personally known
to me (    ) or who has produced ____________________________________ type of unexpired official picture
identification.

Notary Signature and stamp: __________________________________________

If you have questions, please contact Pat Towns at (813)769-5180x241

WEBSITE TRANSCRIPT REQUEST FORM revised 7/2014