

ERWIN TECHNICAL CENTER
Request for Transcript or Graduation Letter

In person: Complete this form and drop it off in the school office. It will be ready in 3-5 days. If you want it mailed, you must show ID and pay when dropping off the request. If you will pick it up, bring: (1) a government-issued photo ID and (2) cash or a money order for \$2 payable to: **Erwin Technical Center**. No checks accepted.

By fax: Complete this form. Fax to: (813) 231-1820. You may pick it up in 3-5 days. We cannot mail transcripts when requests were received by fax. When picking it up, bring: (1) a government-issued photo ID and (2) cash or a money order for \$2 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 \$2 payable to **Erwin Technical Center**. No cash. No checks. Mail to: Erwin Technical Center, 2010 E. Hillsborough Avenue, Tampa, FL 33610.

Name as it appears on school records (*print*) Social Security Number Phone Number

Title of program you attended at Erwin Enrollment or Graduation Date

I authorize Erwin Technical Center to print and release (\$2 each):

Transcript or Letter of Graduation

I will pick up in person Please mail to: _____

Today's Date

Student's Signature

Notary Information (required only for requests by mail):

I _____, a notary public of the state of _____,
am verifying the signature of the following person as being valid.

Name of student (*print*): _____

Notary signature, date and stamp: