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 $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 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 (52) 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 2/2013