ERWIN TECHNICAL COLLEGE

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 College***. **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 College*****.** **NO CASH. NO CHECKS.**

MAIL TO: Erwin Technical College
Attn: Records/Data Department
2010 East Hillsborough Avenue
Tampa, FL 33610

_____ _____ _____

Name as it appears on School Records (PRINT) **Last 4 of SSN** **Phone Number**

_____ _____

Title of Program you attended as Erwin **Enrollment or Graduation Date**

I authorize Erwin Technical College 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 813.769.5180 Ext: 241