



Office Use Only Employee Name: _____ Received Date: _____

Unofficial Transcript Request Form

Please Note:

- Students with ctcLink accounts can print unofficial transcripts for FREE:
Student Homepage → Academic Records → View Unofficial Transcript
- Processing time can be up to five (5) business days and all orders are processed in the order received.
- Student or designated representative must show current/valid picture ID to pick up transcript.
- Transcripts held for pick-up will be destroyed after 30 business days.
- Drawn or written/wet signatures are required. Electronic signatures are not accepted.

Required Documentation: Completed Unofficial Transcript Request Form and current government-issued photo ID.

Submit the completed form to the Enrollment Services Office in Building 7 (North entrance) or email to EnrollmentServices@tacomacc.edu.

1. Student Information (Please print clearly)

Last Name:	First Name:	Middle Initial:
Former Name(s) (if attended under different name):		
Student ID Number or Last 4 of SSN:	Attendance Dates:	
Birthdate:	Telephone Number:	
Address:		
Address (cont.) (Include City, State, and Zip Code):		
Email address:		

2. Order Information (Please print clearly)

a. **Order type (please circle one):** **Hard copy (mail or pickup)** **Electronic/Email**

b. **Delivery method (please check one and complete related information):**

- Send my transcript to:** _____
(Include complete mailing address or email address)
- I will pick up my transcript.**
Transcript pick up is at Enrollment Services, Bldg 7 North Entrance. Photo ID must be presented for pick up.
- A designated person will pick up my transcript:** _____
(Name of designated person)
Transcript pick up is at Enrollment Services, Bldg 7 North Entrance. Photo ID must be presented for pick up.

3. Authorization to release

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

Student's Signature: _____ Date: _____