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|  |  | School of Public Safety  |  | Business Office Use Only: |
|  |  | TRANSCRIPT REQUEST FORM |  | [ ]  Holds Clear |
|  | THIS FORM IS ONLY TO BE USED IF PAYING THE TRANSCRIPT FEE(S) WITH CASH, DEBIT, CHECK, OR MONEY ORDER | [ ] Transcript Fees Paid |
|  | Receipt # |  |  |
|  |  |  |  | Address Change: Y or N |
| Please make check or money order payable to: **Valencia College**  |  | Employee Initials: |  |  |
|  | EC | OC | WC | WP |
| **PLEASE NOTE**- Transcript will not be released if: |  |
| 1. There is a hold on your student record.
2. There is a pending balance with the Finance Office or the Library.
3. The non-refundable transcript fee of $3.00 per transcript has not been paid.
 |  |
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|       |  |       |
| Student Valencia ID/ Social Security Number |  | Date |
|  |
|       |  |       |  |       |  |       |
| Last Name (At the time of your attendance) |  | First Name  |  | Middle Name  |  | Birth Date |
|  |
|       |
| Street Address |
|  |
|       |       |       |  |       |
| City | State  | Zip Code |  | Telephone Number |
| Can we use this to update your address? | [ ]  | Yes | [ ]  | No |
|  |  |  |  |  |
| When do you want your transcript(s) processed? (Please check one) |
| [ ]  Within 24 Hours |
| [ ]  Hold for Final Grades |
| [ ]  Hold for Degree to be Posted Transcript  |
|  |
| You must sign this form before your request may be processed. |  |       |
|  |  | Student Signature |
| Type of Transcript Needed: | Academy | [ ]  | Credit | [ ]  |
| Total Number of Transcript Needed |       |  |
|  |
| Please print clearly the complete name and address of where you want your transcript(s) sent. Fill out a separate request form for each address to which you are sending transcripts. |
| MAILING ADDRESS FOR TRANSCRIPT(S) |
|  | Institution Name:       |  |
|  | Contact/Dept. Name:       |  |
|  | Address:       |  |
|  | City, State, & Zip:       |  |
| This form can be turned in to the Criminal Justice Institute or mailed to: |
| Attn: Jackie Ruiz |
| Public Safety Enrollment Specialist  |
| 8600 Valencia College Lane |
| Orlando, Fl. 32825 |