

## Transcript & Record Request Form

A hand-written signature is required for the release of records. Records are not released by email. Records are not released if there is an outstanding financial obligation to CMCC. CMCC is not responsible for bad recipient information or technology failures, such as bad fax numbers or wrong recipient address. All records requested for any University of Maine System member will be sent to the UMS Central Processing Center, regardless of address provided.

Student Name: \_\_\_\_\_

**EXPEDITED Processing\* (US Mail)**- \$25 per transcript, usually processed the same day, sent by standard mail

Previous Name: \_\_\_\_\_

**EXPEDITED Processing\* (FAX & Mail)** - \$25 per transcript, processed the same day, must include contact name, address, and complete fax number with area code, copy also mailed if address provided

CMCC ID# (if known): \_\_\_\_\_

**Standard Processing\* (US Mail ONLY)** – First 10 copies free per student/lifetime, \$3 each additional, processed and mailed within 10 business days

Birth Date: \_\_\_\_\_

SSN: \_\_\_\_\_

\*Payment required before processing, if due. Call (207) 755-5292 with payment via MasterCard, Visa, or Discover card after form submission to render payment.\*

**Student's Contact Information**

Complete Mailing Address:

**Send To:** \_\_\_\_\_ Number of Copies: \_\_\_\_\_

\_\_\_\_\_  
(Street/PO Box)

\_\_\_\_\_  
(Person/Dept)

\_\_\_\_\_  
(City, ST Zip)

\_\_\_\_\_  
(School/Business Name)

\_\_\_\_\_

\_\_\_\_\_  
(Street/PO Box)

Phone (Cell): \_\_\_\_\_

\_\_\_\_\_  
(City, ST Zip)

Phone (Home): \_\_\_\_\_

\_\_\_\_\_  
*(Only for Fax Processing: Fax number with area code)*

E-Mail: \_\_\_\_\_

- Wait for Semester Grades       Wait for Degree Conferred  
 Include AccuPlacer Scores       Include Attachments

I am requesting:

\_\_\_\_\_ Official Transcripts

\_\_\_\_\_ Unofficial Transcripts

**Please Sign Below:**      Date: \_\_\_\_\_

*For those enrolled in the Liberal Studies-AA in Fall 2017 or later: I have fulfilled the **Maine Community College System/University of Maine System Transfer-Out Block** (34-35 credits of specific general Education coursework) and wish to have my transcript reviewed and certified, if appropriate.  
**\*\*This option is not eligible for Expedited Processing.\*\****

The Federal Educational Rights & Privacy Act of 1974 requires that **all transcript requests must be in writing, signed, and dated by the person to whom the record belongs.** Requests will not be processed without the student's signature.

**Office Use Only:**

**Block Transfer Certification:**       Meets Block       Doesn't Meet Block      **Reviewed By:** \_\_\_\_\_      **Date:** \_\_\_\_\_

Request Rec'd: \_\_\_\_\_       Paid \_\_\_\_\_       **Holds:** \_\_\_\_\_       Records Sent: \_\_\_\_\_      **By:** \_\_\_\_\_