

OFFICIAL TRANSCRIPT REQUEST FORM

North Florida Community College
325 NW Turner Davis Drive
Madison, FL 32340-1610
PHONE: (850) 973-1612 FAX: (850) 973-1697
www.nfcc.edu

To have your official NFCC transcript sent:

Please submit this written request to the NFCC Office of Admissions and Records at the address or fax number noted above. It takes 2 – 4 business days to process a transcript request.

Please remit \$3.00 for each transcript (printed copy) by check or money order made out to NFCC. All checks must include your name address and phone number including area code. If you fax the request, please make sure you **contact the cashier, (850) 973.1610**, to pay the transcript processing fee. You can pay with debit card, Visa or MasterCard. Unofficial transcripts are available on the web at www.nfcc.edu or www.FACTS.org.

***Please Note - No transcript will be released until all obligations to the college are satisfied.**

Student ID/SS# _____ Date of Birth _____

Student Name _____
Last First Middle

Previous Last Name(s) _____

Mailing Address _____

City, State, Zip _____ Telephone (____) _____

Dates of Attendance: From _____ To _____

Areas of Study: College Credit Vocational Adult High School

Send Immediately End of Term *Pickup: Student Third Party

* Photo ID required

Number of copies _____ Third Party _____

Name (Please Print)

Send Printed Copy (\$3.00 per copy) ___ Send FASTER (Electronically**) (No Fee) ___

**** (Only transcripts to Florida's public Universities and Community Colleges are eligible to be sent FASTER.)**

SEND TRANSCRIPT(S) TO:

Date transcript sent:

(Records Use Only)

I HEREBY AUTHORIZE THE RELEASE OF MY OFFICIAL TRANSCRIPT(S) AS NOTED.

Student's Signature _____ Date _____