

### Transcript Request Form

**Requested By** - Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I request that a copy (copies) of my transcript be sent to the following person(s) or entities:

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

Address: \_\_\_\_\_

Type of transcript:

Official

Unofficial

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Address: \_\_\_\_\_

Type of transcript:

Official

Unofficial

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Address: \_\_\_\_\_

Type of transcript:

Official

Unofficial

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Transcript fees (cash, money orders or cashier cheques) must accompany requests. Requests will usually be processed within 5 days after receipt of this form. An additional fee of \$10 is charged for expedited transcripts (less than 5 days). Charges for overnight or priority shipping are an additional \$20.00 per address.

|   | <u>Qty</u>        | <u>Amount</u> | <u>Office Use Only</u>          |
|---|-------------------|---------------|---------------------------------|
| # of Official Transcripts (\$30 each):    | _____ x \$30 = \$ | _____         | Cash _____ Check _____ CC _____ |
| # of Unofficial Transcripts (\$20 each):  | _____ x \$20 = \$ | _____         | Admin: _____                    |
| Expedite fees (add \$10 per transcript):  | _____ x \$10 = \$ | _____         | Registrar: _____                |
| Priority Shipping (add \$20 Per Address): | _____ x \$20 = \$ | _____         |                                 |
|   | Total:            | \$ _____      |                                 |

**By signing this request, I hereby authorize Lincoln Law School of San Jose ("Lincoln") to release my transcript to the above recipients, and I fully release and discharge Lincoln, its employees, agents, and representatives from any and all liability arising out of the furnishing and transmitting of my transcript as I hereby authorize by signing below.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date