

## Transcript Request Form

**Requested By** - Name: \_\_\_\_\_ Last 4 digits 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