

The Salvation Army  
**College for Officer Training at Crestmont**

30840 Hawthorne Blvd. Rancho Palos Verdes, CA 90275



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## Educational Transcript Request Form

**Fee: \$5.00 per request (Official Copy) \$3.00 per request (Unofficial Copy)**

Please send:  Official &  Unofficial copy/copies of my transcript to:

NAME OF SCHOOL/INSTITUTION

ATTENTION

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE #

Please find my personal information below:

NAME (Last)

(First)

(M)

(Other Names Used)

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE #

Last Year of Attendance:

Session Name:

*I hereby authorize the release of the above information to the above-mentioned school/institution.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Payment:** Payment by check or credit card is accepted. If paying by check, please mail to the above address, attention Director of Curriculum. Please allow up to 10 business days for personal checks to clear.

### Credit Card Information:

Type:

Name on Card:

Card #:  -  -  -

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Please make note of the following: All requests must be in writing. Privacy laws prohibit telephone requests. Also, most colleges require that official transcripts be sent directly from the institution. To avoid unnecessary requests and expenses, please check with the institution before you request any transcripts. Once the payment has cleared, please allow two to three business days for normal processing time of requests (not including Postal Service time).