



## Authorization to Release Record

This form is for use by students who wish to voluntarily consent to a one-time release of their diploma, transcript, enrollment verification or letter of good standing to a designated individual. This form must be submitted to the Registrar's Office with a copy of a photo ID to be processed. The designated individual must bring a photo ID to the Registrar's Office when picking up the document.

I, \_\_\_\_\_ authorize \_\_\_\_\_  
(Student's Name) (Designated Individual's Full Name)

- to pick up my:
- Diploma
  - Transcript
  - Enrollment Verification
  - Letter of Good Standing

Designated individual's phone number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**Note:** This form is for a one-time release of record. A new form must be submitted each time a document is going to be picked up by a designated individual. Please allow 48 hours for request to be processed before record is picked up by designated individual.