

## State Archives of North Carolina Transcript Request Form

### Academic Information

School Attended: \_\_\_\_\_

City of School: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Course of Study/Degree: \_\_\_\_\_

### Identifying Information

Name (please print): \_\_\_\_\_

Legal Name while Enrolled (if different): \_\_\_\_\_

Last Four Digits of Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Contact Information

Telephone Number: \_\_\_\_\_

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

Current Mailing Address: \_\_\_\_\_

### Where should we send the transcript?

- To your mailing address listed above.
- To an employer or school (provide mailing address): \_\_\_\_\_

### Signature and Date

Under NC State Law, you must provide an original signature for the State Archives of North Carolina to release your academic record. Photocopied, faxed, scanned, or digital signatures are not permitted. Please print this form and sign with pen in the box below.

### Payment and Mailing Information

Each copy of a transcript costs \$2.00. Exact cash (no coins), check, or money order are accepted forms of payment. Please fill out checks and money orders completely and make them payable to NCDNCR (North Carolina Department of Natural and Cultural Resources). Please mail your signed request and payment to:

State Archives of North Carolina  
Attn: Transcript Requests  
4614 Mail Service Center  
Raleigh, NC 27699-4614