



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

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 as listed above
To an employer or school (please provide address below)

Signature

Under North Carolina State Law, you must provide an original signature in order for the State Archives of North Carolina to release your academic record. A photocopy, fax, or scanned signature are not permitted. **Please print this form and sign in the box below.**

Payment and Mailing Information

Each copy of a transcript costs \$2.00. Exact cash, check or money order are accepted forms of payment. Please make checks or money orders 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