



ARMY & NAVY ACADEMY

BE BOLD. BE BRILLIANT. BE YOU.

TRANSCRIPT AND RECORDS REQUEST FORM

Please allow 24-48 hours for processing (not including weekends/holidays) after form has been received. If payment is required it must clear prior to request being processed. An incomplete or illegible form may cause delays in processing.

Today's Date: _____ Reason for Request: _____ Date Needed: _____

CADET AND REQUESTOR INFORMATION

Cadet Name: _____
Requestor Name: _____
Cadet Name Change: _____
(if applicable—please provide documentation)
Cadet ID: _____ Date of Birth: ____/____/____
Dates of Attendance: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

I am (must check one):

- The person named as Cadet and I am at least 18 years of age.
- The person named as Cadet and I have a signed parent release on file to request my transcript/records
- The parent or legal guardian of the person named as Cadet.
- A party entitled to receive the record(s) as a result of a court order (Court Order # _____ State _____)
- A member of a law enforcement or government agency, as provided by law, who is conducting official business.
- An attorney representing the person named as student or a person or agency empowered by statute or appointed by a court to act on behalf of the person named as Cadet.

APPLICANT'S STATEMENT UNDER PENALTY OF PERJURY

I, _____, swear under penalty of perjury under the laws of the State of California, that I am a person authorized, as indicated above, to receive a copy of the requested transcript(s) and/or record(s). Executed (signed) on (date) _____ at (City and State) _____ Signature _____

TRANSCRIPT(S) AND RECORD(S) REQUESTING

❖TRANSCRIPT(S) REQUESTING❖ *Check All That Apply and Indicate Quantity Needed*

- Official*** (only mailed within a sealed envelope) **Signed, stamped/embossed with the official seals*
- Unofficial*** (emailed, faxed and/or mailed) **Stamped "Unofficial"*
- Apostilled*** (Official Notarized Transcript — Int'l Use Only) **Signed, stamped/embossed with the official seals, notary paperwork with stamp, signature and placed within a sealed envelope*

❖RECORD(S) REQUESTING❖ *Check All That Apply*

- Attendance:**
 - Report (Aeries) Letter
- Discipline Report
- Grade Report
- Immunization Record
- Test Scores:
 - Report (Aeries) On Transcript
- Other: _____

FEES

❖TRANSCRIPT(S)❖

- Current Cadets and Class of 2019 = No Fee
- Prior to Class of 2019: _____ x \$5.00 = \$_____ *The fee is \$5.00 per transcript for Official, Unofficial and Apostilled (Official Notarized).*

❖RECORD(S)❖

- 2017/18 SY — Current Cadets = No Fee
- Offsite-Prior to 2017/18 SY = \$60.00 *The fee is \$60.00 (applies to records requested beyond a transcript)*

❖OTHER❖ Expedited Mailing (FedEx) *(The fee is determined when request is processed)*

DELIVERY OPTIONS

<input type="checkbox"/> Pick Up	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Fax
Recipient: _____ <i>(Self / College / Other)</i>			
Attention: _____			
Address: _____			
City/State/Zip: _____			
Phone: _____			
Fax: _____			
Email: _____			

PAYMENT

Cash (In Person)

Make payable to Army and Navy Academy:

Check Cashier Check / Money Order

Credit Card: Visa MC Discover AMEX

Name on Card: _____

Signature: _____

Card Number: _____

Expiration Date: _____ 3 Digit Code: _____

Registrar: Date Received: ____/____/____ Date Processed: ____/____/____ ❖❖❖ Financial Services: Date Received: ____/____/____ Date Processed: ____/____/____

Form Revised: August 2019

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Preparing boys in grades 7 through 12 for success in college and far beyond.