

# Request for Official Transcript

This form should be used to request a copy of your training transcript. Failure to provide all required information may delay the processing of your request.

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

**Please select from one of the following options:**

- Mail \_\_\_ transcript(s) to my address       Email \_\_\_ transcript(s) to my email address
- Hold for Pick Up       Mail \_\_\_ transcript(s) to 3<sup>rd</sup> party. *(Please indicate address below)*

3<sup>rd</sup> Party Address: \_\_\_\_\_

**INFORMATION ABOUT PROCESSING YOUR TRANSCRIPT**

- Transcripts are released only when accompanied by a **SIGNED** request form from the student.
- Your accounts with Gallagher Bassett Technical Services (GBTS) **MUST** be current or your transcript will be **WITHHELD**.
- Allow **SEVEN** working days for processing. Requests will be honored as quickly as possible in the order of receipt.
- During peak periods there will be some delay in excess of seven days but not to exceed 14 days.
- All your work at GBTS is considered one transcript. **There is no fee for transcript unless requesting SAME DAY SERVICE which is \$10.00** fee payable by cash or charge only.

**INFORMATION NEEDED TO EFFICIENTLY PROCESS YOUR TRANSCRIPT**

**DATES/Courses ATTENDED:** \_\_\_\_\_

**SPECIFY ALL CEU(s) seeking or earned:** \_\_\_\_\_

**PHONE NUMBER\*:** \_\_\_\_\_

**E-MAIL ADDRESS\*** (Please add us to your list of safe senders & plan to confirm receipt):  
\_\_\_\_\_

**MAIDEN NAME** (if applicable): \_\_\_\_\_

**SIGNATURE\*:** \_\_\_\_\_

***Office Use Only***

Date Sent: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_