



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 3rd party. *(Please indicate address below)*

3rd 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 sever 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: \$ _____