

NATIONAL PROTECTIVE SERVICES INSTITUTE

Transcript Information and Request Form

Transcript requests may be submitted via fax, e-mail, or regular mail.

Mail:

National Protective Services Institute
Registrar's Office
PO Box 782016
San Antonio, TX 78278

E-Mail to:

admin@npsionline.net
and/or
registrar@npsionline.net

Fax #:

888-271-4768

Your transcript may be released in any of the following ways by completing this form:

- **Official transcript** may be mailed to any address requested (\$5.00*).
- **Unofficial transcript** may be faxed or e-mailed as a pdf document (\$5.00*). (will state "VOID")

**Transcripts will always be available without charge for the first copy.*

THIS IS MY FIRST COPY

If this is your first copy, sign here: _____

Personal Information: (Please print clearly)

Name: _____
 First Middle Last Maiden Student ID # (if known)

Permanent Address: _____
 Street City State Zip Phone

Transcript Level (s): Certificate Advanced Certificate Reserved Reserved

Education Information: Current Student Graduated * Did not graduate * *Years of Attendance: _____

Other Information (optional but helpful): Date of Birth: _____ Social Security #: _____

Authorization to release transcript : – I authorize issuance of my transcript as indicated below.

_____ **SIGNATURE (REQUIRED)** _____ **Date** _____ **Daytime phone where you may be reached in case of questions**

Quantity: _____ **MAIL to:** _____
 (\$5.00 each) (Official)
 Address: _____

Quantity: _____ **FAX or E-Mail to:** _____
 (\$5.00 each) (Unofficial/Marked VOID)

Payment Instructions: _____ Transcripts x \$5.00 each = _____
 Order and pay for transcript online through the NPSOnline.net portal under "Payments," or Amount Due: \$ _____
 Make checks payable to: National Protective Services Institute (send with form), or

Pay with Credit Card:
 Name on Card: _____ Signature: _____

Card #: _____ - _____ - _____ - _____ Expires: ____/____ Security Code: _____

Billing Address: _____
 Street City State Zip Phone