

# Lindsey Hopkins Technical College



## Transcript / Duplicate Certificate / Verification Letter Request Form

This form is used to request records or transcripts for students who attended Lindsey Hopkins Technical College. Incorrect, incomplete, or unreadable information provided may result in a delay in processing your request. No request will be processed for a student or alumnus who has unsatisfactory financial obligations to the college

### ❖ Personal Information *(Please Type or Print)*

Name:

\_\_\_\_\_ Last Name *(While attending Lindsey Hopkins)* First Name Middle Name

Maiden/Alias/Other

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

Social Security #: \_\_\_\_\_ Student ID: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
*(Last Four Digits)*

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

*(Must provide a valid picture ID with request.)*

### ❖ Program Information *(Please Type or Print)*

Program(s)

Attended: \_\_\_\_\_

Date(s) of Attendance/Completion:

\_\_\_\_\_

Instructor's Name:

\_\_\_\_\_

Record(s) Requested: [ ] Transcript [ ] Certificate [ ] Other: \_\_\_\_\_ Copy(ies) Requested: # \_\_\_\_\_

Delivery Method: [ ] Mail [ ] Pick-Up To be picked up by: \_\_\_\_\_  
*(Must provide a valid picture ID to pick up.)*

➤ Attach "Permission for Release of Records and/or Information from Records (FM-1867E Rev. (01-20)

❖ **Mailing Information (Please Type or Print)**

If transcript(s) are being mailed to another educational institution, a specific department/office should be listed on this request.

Contact Person: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The cost of each document requested is as follows: **Transcripts \$2.00/Certificates \$2.00. High school transcripts \$7.00.** Requests will be processed within five (5) business days. If you select the pickup option, you will have 30 days upon completion to retrieve unclaimed transcripts/certificates will be discarded after this timeframe, and another request will have to be submitted. If, for any reason, we are unable to locate your records, you will be notified. ***Please feel free to contact the Registrar's Office at (305)324-6070 with any questions or concerns regarding this request. We accept cash, money orders, credit cards, and debit card payments. Personal checks are not accepted. All fees are non-refundable. Transcripts/Certificates will only be sent upon written request after payment of applicable fees.***

Transcripts can be sent by certified mail upon request. **The cost will be \$9.68, cash only.**

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_

Received by \_\_\_\_\_

Processed by \_\_\_\_\_

Account verified by: \_\_\_\_\_

Mailed \_\_\_\_\_ Picked Up \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_