



Frank Phillips College
 Office of Educational Services
 1301 W. Roosevelt ♦ P.O. Box 5118 ♦ Borger, TX 79008
 806-457-4200 Ext. 707 or 853 ♦ Fax: 806-457-4225
www.fpctx.edu

Transcript Request Form

This request may be mailed to the above address or can be faxed to 806-457-4225 or 806-457-4226.

Note: Students with holds on their account will not receive official transcripts until holds are cleared.

Date: _____/_____/_____

Name: _____

Maiden/Former Name: _____

SSN: _____

Date of Birth: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

E-Mail Address: _____

WHAT are you requesting? (Check all that apply)

of Official: _____ # of Unofficial _____ # of Shot Record _____

WHEN should we mail the transcript and/or shot record?

Send now _____ Hold for semester grades _____ Hold for degree posting _____

HOW would you like it delivered?

(All electronic versions must be requested via the FPC website: www.fpctx.edu)

Pick up now: _____ Fax to: _____

Can be released to: (With proper ID) _____

Mail to: (Overnight transcripts **CANNOT** be mailed to a PO Box.)

Name: _____

Name: _____

Attn: (If Applicable) _____

Attn: (If Applicable) _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

For Overnight Service ONLY:

\$75.00 per transcript. Request must be received by 3:30pm for same day processing.

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: _____ / _____ CCV#: _____

Card Holder's Name: _____

Billing Address: _____

City/State/Zip: _____

Phone Number: _____

Official Transcripts: Please allow two (2) business days for processing.

Unofficial Transcripts: Please allow up to 6 hours for faxing.

Additional processing time may be required:
 during holidays, final grade processing, at the end of each semester, and/or unforeseen system problems

Student Signature: _____ Date: _____