



Frank Phillips College  
 Office of Educational Services  
 1301 W. Roosevelt ♦ P.O. Box 5118 ♦ Borger, TX 79008  
 806-457-4200 Ext. 707 or 774 ♦ Fax: 806-457-4225  
[www.fpctx.edu](http://www.fpctx.edu)    [admissions@fpctx.edu](mailto:admissions@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](http://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: \_\_\_\_\_