

EMILY GRIFFITH TECHNICAL COLLEGE

Student Records Office
1860 Lincoln Street
Room 627
Denver, CO 80203



Request for Official Transcript/Certificate

Official transcripts are \$5 if paid for by cash, check or money order; \$7 if paid for by credit card. Please allow 10 business days to process the request. Transcripts will not be released to students with unmet financial obligations. For additional information and office hours, call 720-423-4851.

Certificates are awarded after completion of the program. Duplicate program certificates are \$18 and course certificates are \$3 if paid by cash, check or money order; \$20 and \$5, respectively, if paid by credit card.

Please complete the following information as legibly as possible.

Social Security Number: _____ Date of Birth: _____ / _____ / _____
Month Day Year

Student Name: _____
Last First Middle Initial

Address: _____
Street City State Zip Code

Phone: (____) _____ - _____

Please check one

Year Attended: _____ High School Vocational Apprenticeship

Please send my **transcript** **certificate to:**

Same address as above

If you would like to send your transcript/certificate to an address different than the address listed above, please fill out the address below. Please print clearly.

Street City State ZIP Code

I, _____ give Emily Griffith Technical College authorization to release my transcript/certificate to the above address and have paid the required fee.

Signature

Date

Office Use Only: No. of copies requested: _____