

ACCS RECORDS TRUST
REQUEST FOR TRANSCRIPT
3701 S I-35 SERVICE RD | MOORE, OK 73160

Print and complete the form below. The form must have signature to be processed. Mail to:

ACCS RECORDS TRUST
Attn.: Trustee
3701 S I-35 Service Rd
Moore, OK 73160

or by FAX: 405-912-9450

=== Office Use Only ===

Date Received _____ Amount Paid _____
Payment Method _____ Amount Due _____
Special Instructions _____

Name _____ Date of Birth _____
Maiden Name/Other Name Used _____ Social Security Number _____
Current Address _____
City _____ State _____ Zip _____
Daytime Phone (_____) _____ Alt Phone (_____) _____
Dates Attended _____ to _____

Send transcript to:

Send additional request if you need transcript sent to an additional location. Identify the office or person to whom this transcript is being sent. You are responsible to provide the correct mailing address:

Note: The Trustee processes the transcripts as a courtesy to the former students of ACCS.

Please allow 30 days for Transcripts to be processed. There is a fee of **\$10.00** for each copy.

Payment options: check, money order, or credit card (Visa or MasterCard).

If using credit card, please provide the following information.

___ Visa ___ MasterCard Card Number _____
Name on Card _____ Expiration Date ____ / ____
Billing Address on Card _____

Signature Required For Transcript Request To Be Processed

Legal Signature _____ **Date** _____