

Transcript Request Letter

Date \_\_\_\_\_

Registrar

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(College or University and Address)

Dear Registrar:

Enclosed is my fee in the amount of \$ \_\_\_\_\_ in payment for a transcript of my scholastic record. I attended college during the years \_\_\_\_\_ to \_\_\_\_\_. I received my degree on \_\_\_\_\_. My Social Security Number is \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ and my date of birth is \_\_\_\_\_.

Please send the transcript **directly** to the following address:

Public Works Contractors Licensing  
1090 E Watertower St, Suite 150  
Meridian ID 83642

The Public Works Contractors License Program has informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
\_\_\_\_\_  
(Address)