



Transcript / Certificate Request Form

6305 State Road 70 East, Bradenton, FL 34203
mtctranscripts@manateeschools.net
p: 941.751.7900 x 1013
f: 941.405.1365

Note: Transcripts will not be processed if there is an outstanding financial obligation to MTC. All requests take 7-10 business days from date received. **A scanned and emailed Photo ID required to initiate request.** Cost is \$8/request.

Social Security #: _____ or Student ID#: _____

Last Name: _____ Date of Birth: _____

First Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

E-mail Address: _____

Mail: Pickup: # of copies: _____ (\$8 each)

Transcript: Certificate: Other: _____

Program: _____ Year: _____

Mail Requested Information To: _____ Same as Above:

College/Agency/Person: _____

Attention Of: _____

Address: _____

City, State, Zip: _____

Payment Options

- 1. Cash (Do Not Submit by Mail)
- 2. Credit Card (Mail, Fax, Email)
- 3. Money Orders (Made Payable to MTI)

Credit Card Information

Card#: _____

Expiration Date: _____

Name on Card: _____

Billing Address: _____

Type: Visa MC Discover AMEX

Credit Card Security Code: _____
(3 from back, or 4 on front of AMEX)

Third Party Pick-Up (Optional)

Photo ID Required. I authorize the following person to pick-up my information.

Name: _____

Picked-Up By: _____

X _____

This personal information is issued in accordance with the Family Education Rights and Privacy Act of 1974. It is intended for your use only. No personally identifiable information from this record may be released without the student's prior written consent. I hereby give Manatee Technical Institute permission to release my transcripts as authorized below.

I Want a Personal Copy for My Records: Yes: No: Initials: _____

Student Signature (Required): _____ Date: _____

FOR OFFICE USE ONLY:

PROCESSED/MAILED:

INITIALS:

DATE: