

**FAULKNER UNIVERSITY**

Registrar's Office  
5345 Atlanta Hwy  
Montgomery, AL 36109-3398  
Fax: (334) 386-7244

TRANSCRIPT FEE is \$5.00 per transcript (Faxed, Hand Carried, Mailed, Official, Student Copy of Unofficial). No fee is required for transcripts to be mailed to Thomas Goode Jones School of Law. Payment is required by check, money order or credit card. If the University has placed your record on hold, no transcript can be issued until the hold has been cleared.

\*All information must be **completed** in order to process your request.

\*Phone or e-mail requests are not accepted.

\*We **do not** offer "NEXT DAY SERVICE."

\*Once the request is received by the Registrar's Office, it will be **processed within 3-5 business days**.

PRINT: Your name, address and phone


Previous names while attending Faulkner/ACC

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Social Security Number

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Date of Birth

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CAMPUS ATTENDED: Montgomery \_\_\_\_\_ Birmingham \_\_\_\_\_ Florence \_\_\_\_\_ Huntsville \_\_\_\_\_ MEP \_\_\_\_\_ Mobile \_\_\_\_\_

Date(s) of Attendance \_\_\_\_\_ Hold for current grades? \_\_\_\_\_ YES \_\_\_\_\_ NO

Number of Copies \_\_\_\_\_ Which transcript is requested? \_\_\_\_\_ All \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate

TRANSCRIPT: MAIL \_\_\_\_\_ or FAX \_\_\_\_\_ (Faxed transcript(s) are unofficial)

MAIL TO:	
ATTN and/or FAX #	
ADDRESS	
CITY, ST, ZIP	

FAX: Credit or Debit Card (MC, VISA, Discover)

Card# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration date \_\_\_\_\_

Student Signature

Date