TRANSCRIPT REQUESTS

TILLAMOOK BAY
C O M M U N I T Y   C O L L E G E

Please complete one form for each address you are requesting a transcript to be sent. Requests will not be processed without complete information and payment. Make prior payments to the TBCC Business Office/Store or mail to:

TBCC Student Services
4301 Third Street
Tillamook, Oregon 97141
(503) 842-8222 X1100
Fax: 503-842-8334

Transcript Fees per Transcript

Regular: $5.00 – Processed in 2-5 business days

Priority: $30.00 and requested prior to 2:00 pm – Transcript is mailed as priority mail at US Post Office by 5:00 pm

Notes:

1. Please allow adequate time for processing requests. While most requests are fulfilled within two business days, there are peak times when up to five business days are required. This is especially important during term breaks.
2. We do not provide transcripts for students who have an outstanding financial obligation with Tillamook Bay Community College. Please contact the TBCC Business Office at (503) 842-8222 x1220 to resolve the issue.
3. Transcripts of courses taken at other institutions must be requested directly from those institutions.
4. Students who attended TBCC prior to April 2014 must request transcripts from Portland Community College.

Your TBCC Information	Sending Instructions
Type of Transcript Requested: □ Regular □ Priority Number requested:_____ Date of Birth:_____ Student ID# or SSN:_____ Full Name:_____ Other Name(s) which you have used at TBCC Address:_____ City, State, Zip Code:_____ Dates of Attendance:_____ Please provide us with a daytime number in case we need to contact you about your request:_____	□ I will pick up transcript □ Send transcript to me at the address listed to the left □ **Receiving Institution and Exact Mailing Address** (Please Print Clearly) Name of Institution/College/University: _____ Attention (Optional):_____ Address:_____ _____ City, State, Zip Code:_____

I verify that the information provided above is correct and represents my personal information. I agree to release my Tillamook Bay Community College transcript to the person or institution listed above.

Signature_____   Date_____