

OFFICE OF HUMAN RESOURCES
4200 Congress Avenue
Lake Worth, FL 33461-4796
Telephone: (561) 868-3434



REQUEST FOR OFFICIAL TRANSCRIPT

Instructions to College/University

I hereby request that you send my official transcript to the Office of Human Resources, MS#10, Palm Beach State College, 4200 Congress Avenue, Lake Worth, FL 33461-4796.

The transcript must be issued to and sent directly to the Office of Human Resources. The transcript must state or be stamped that it is official and “Issued to the Office of Human Resources.” Please attach a copy of this form to the transcript that is sent.

In compliance with our regional accrediting body (SACS- COC), Palm Beach State’s policy is that we can only accept official transcripts issued and sent directly to the college, not the student. If you should have any questions, please contact our office at (561) 868-3434 or by e-mail at HrRecords@palmbeachstate.edu

To avoid paying for the transcript multiple times, transcripts sent from Florida colleges and universities for employment purposes must be sent as a hard copy, institution to institution. This is important because Florida colleges and universities only send electronic transcripts for academic purposes and Human Resources is unable to access the transcript.

Send hard-copy of official transcript
along with this form to:

**Palm Beach State College
Office of Human Resources, MS#10
4200 Congress Avenue, Lake Worth, FL 33461**

Send official electronic transcripts to:

**Palm Beach State College
Office of Human Resources
HrRecords@palmbeachstate.edu**

Student Name while attending College: _____
Last First MI

SS# or Student ID#: _____

Attendance Dates at College: From: _____ To: _____

Print Current Name

Signature