

OFFICE OF HUMAN RESOURCES
4200 Congress Avenue, MS #10
Lake Worth, FL 33461-4796
Telephone: (561) 868-3434



REQUEST FOR OFFICIAL TRANSCRIPT FOR EMPLOYMENT

Instructions for **Florida** Colleges and Universities

I hereby request a **hard copy** of my official transcript as follows:

- The official transcript must state or be stamped that it is official.
- The official transcript must state, "Issued to the Office of Human Resources."
- The official transcript must be **mailed** directly to the Office of Human Resources, not the student. To prevent the requestor from 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 crucial because most colleges and universities in Florida send electronic transcripts for academic purposes. However, Human Resources cannot access these transcripts, and our regional accrediting body does not accept them.

Instructions for **Out-of-State** Colleges and Universities

I hereby request my official transcript as follows:

- The official transcript must state or be stamped that it is official.
- The official transcript must state, "Issued to the Office of Human Resources."
- In compliance with our regional accrediting body, Palm Beach State College can only accept official transcripts issued and sent directly to the Office of Human Resources, not the student.

Send the hard copy of the 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 (not applicable to Florida institutions):

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

Please contact Human Resources at Palm Beach State College with questions at (561) 868-3434 or 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