

**PLEASE FOLLOW THE INSTRUCTION BELOW**

The transcript of a student's PVC academic record is released only upon receipt of a signed request by the student authorizing the release. Application may be made in person at the Registrar's Office. Telephone requests cannot be honored. Students can order transcripts for regular or rush service. For regular service, a fee of \$5 is charged for each official transcript. Application should be made one week in advance of the time the transcript is needed. Through rush service the transcript is available the next working day after receipt of the application; rush service requires a fee of \$5 per transcript plus a \$10 service fee. Payment is due in advance for all transcript service. A check or money order payable to PaloVerde College should be submitted with the application for transcript. All outstanding debts to the University (with the exception of long-term financial aid loans not yet due and payable) must be paid in full before a transcript will be released.



**Palo Verde Community College**  
**One College Drive Blythe, CA 92225**  
Registrar's Office Fax Number (760) 921-5570

**Transcript Request**

Your Name, Address, & Phone Number: (Print Last Name first)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PVC I.D.#/S.S.I. # \_\_\_\_\_ Sem/Yr. Last Attended \_\_\_\_\_

Maiden Name (if any) \_\_\_\_\_ Birth date \_\_\_\_\_

Send Transcript(s) to: (Please Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT INFORMATION**

- 1. First two copies are free. Subsequent copies are \$5.000 Same Day Processing \$10.00 Extra
- 2. Allow work days for processing
- 3. Transcripts are not released until all financial obligations are cleared.

Send \_\_\_\_\_ Copy(ies)  
and send them:

Include courses in progress

**OFFICE USE ONLY**  
COPY COST PAID \_\_\_\_\_  
OFFICIAL \_\_\_\_\_  
UNOFFICIAL \_\_\_\_\_