Redlands Community College
Transcript Request Form

1. Please print all information. Incomplete forms will be returned.
2. After we receive your completed information and payment has cleared, the transcript will be processed and mailed.
3. You can send this form to us in two different ways.

FAX: Fax completed form to (405) 422-1432
Faxed form must include complete credit card information to be processed.

MAIL: Mail completed form to
Redlands Community College
Business Office
1300 South Country Club Road
El Reno, OK 73036-5304
Mailed forms can include either a check or credit card information.

4. Transcript Request Forms that do not have credit card information or a check included will not be processed.
5. Fees: Unofficial - $1.00; Official - $5.00; fax fee additional $5.00.
6. **FAXED FORMS ARE NOT CONSIDERED OFFICIAL DOCUMENTS.**

Transcript Information

LAST NAME

FIRST NAME

MAIDEN NAME

MIDDLE NAME

SOCIAL SECURITY NUMBER

DATE OF BIRTH

PHONE NUMBER

YEARS ATTENDED

Number of OFFICIAL transcripts requested

Number of UNOFFICIAL transcripts requested

HOLD FOR GRADES

HOLD FOR DEGREE

Mail to: (for more than one address include an additional page)

Fax to:

Signature:_____ Date: _____

FOR OFFICE USE ONLY:

☐ Credit Card ☐ Cash/Check/Money Order

Please fill out second page with payment information. ➡

Payment Information:

Credit Card Number

Expiration Date

LAST NAME

FIRST NAME

Zip Code of Card Holder

3 Digit V-Code