

Notarized Transcript
Request Form

The University of Texas at Tyler
Notarized Official Transcripts Ordering

Refer to the Registrar website for information about official transcripts: <https://www.uttyler.edu/registrar/transcripts/>

Please submit a completed form by one of the following methods with a US government-issued photo ID or passport:

1. Email (scan or photo): transcripts@uttyler.edu
2. Mail: The University of Texas at Tyler, 3900 University Blvd, Attn: STE 230, Enrollment Services, Tyler, TX 75799
3. In-Person: Bring to the One-Stop (STE 230)

Student ID, if known

Full name on record: last name, first name, middle name

Current name, if different from name on record, for mailing purposes _____ date of birth

Student's mailing address. Do not provide a third party mailing address.

City, state, zip code _____ Country, if outside U.S. _____

Student's email address _____ Student's daytime phone number _____

Year enrolled? from to

Completed dual credit / extension / correspondence courses only? from to

Release of academic records:

I certify that I am the person whose name appears on the name lines of this form, and I do hereby authorize release of my academic records to the addresses listed on this form. Student academic records are classified as confidential and may be released only with the student's written authorization and signature, in accordance with the Public Information Act and the Family Educational Rights and Privacy Act of 1974.

Student's handwritten signature (Unsigned request forms cannot be processed.) _____ Date of signature _____

| Notarized Official Transcripts mailed directly to student

Transcripts are sent by First Class Standard mail or Foreign Airmail **without** tracking. Official transcripts are not issued until holds that block transcripts are resolved.

Total number of notarized transcripts mailed to student address above.

Transcript(s) need apostille? _____ YES _____ NO

If yes, please complete the Texas Secretary of State [Request for Official Certificate or Apostille](#) form. Submit the apostille request form to our office at the same time you submit this notarized transcript order form.

Written transcript requests are processed within five (5) business days. Processing times for all orders may be longer during peak periods, particularly at the beginning and end of semesters. Once mailed, we must allow at least two (2) weeks for delivery. For international mail, we must allow at least four (4) weeks for delivery. If you need to expedite/track a transcript in the mail, refer to the *Notarized Transcripts* section on the Registrar website for more information: <https://www.uttyler.edu/registrar/transcripts/>.

Send to a third party, next page

Notarized Transcript Request Form, cont.

Mail directly to one or more **Third Parties**

Third party transcripts are mailed in **official** envelopes. *Transcripts are sent by First Class Standard mail or Foreign Airmail **without** tracking.*

Total number of notarized transcripts sent to the following third party:

Transcript(s) need apostille? _____ **YES** _____ **NO**

If yes, please complete the Texas Secretary of State [Request for Official Certificate or Apostille](#) form. Submit the apostille request form to our office at the same time you submit this notarized transcript order form.

Contact name or office name, if applicable

Business or school name

Third party's mailing address

City, state, zip code

Country, *if outside U.S.*

| Mail directly to another Third Party

Total number of notarized transcripts sent to the following third party:

Transcript(s) need apostille? _____ **YES** _____ **NO**

If yes, please complete the Texas Secretary of State [Request for Official Certificate or Apostille](#) form. Submit the apostille request form to our office at the same time you submit this notarized transcript order form.

Contact name or office name, if applicable

Business or school name

Third party's mailing address

City, state, zip code

Country, *if outside U.S.*

Note: Print multiple copies of this page, if needed for more third parties

| Processing Times

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The Texas Secretary of State office does not pay for postage. If you want your transcript to be delivered to the destination address from the Texas Secretary of State office, a USPS Priority, UPS, FedEx or DHL shipping label must be submitted to our office along with this transcript order form. If a shipping label is not provided, we will instruct the Texas Secretary of State office to return your apostilled transcript to our office via interagency mail (postage not required). When we receive the apostilled transcript, we will mail it to mailing address you provided via U.S. First Class Standard mail or Foreign Air mail with no tracking.

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Notice about Information Laws and Practices

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.