

DINFOS Transcript Request Form

Subject to the Privacy Act of 1974. Authority for this form is Title 10 USC 3012(g), which states: "The Secretary may prescribe regulations to carry out his function, power and duties under the title." Disclosure of information is voluntary. Nondisclosure may prevent us from processing your request.

PART I-PERSONAL DATA

Last Name, First Name, MI:

Maiden or Former Name:

Date of Birth:

Mailing Address: Street:

City:

State:

Zip Code:

Email Address:

Phone Number:

PART II-DINFOS COURSE INFORMATION

	Course Name:	Class#:	Class Year:
<i>i.e</i>	<i>PublicAffairs Qualification Course</i>	<i>030</i>	<i>2019</i>
1			
2			
3			
4			

PART III-TYPE OF REQUEST

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Official Copy of Transcript

Official transcripts and grade reports are only sent to universities, colleges, and/or service education offices as listed on the request form. An official copy of a DINFOS transcript is printed on watermarked security paper, includes a signature by the Registrar's Office, and a school seal for authentication.

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Unofficial Copy of Transcript

Unofficial transcripts are released to the student. They cannot be released to a third party. Unofficial transcripts are stamped "Issued to Student" and do not include the DINFOS seal or Registrar's Office signature.

PART IV-COLLEGE INFORMATION

College Name:

College Address:

Street:

City:

State:

Zip Code:

☐ Check to have transcript mailed to school

Email Address:

Phone Number:

☐ Check to have transcript emailed to school

PART V-STUDENT CERTIFICATION

You authorize the registrar at the Defense Information School to release information in your academic records (course and dates attended). Official transcripts are only sent to colleges and universities. Please limit your request to one university per form. If sending requests digitally, please include your name and the university name in the document name. Unofficial copies are sent to the student's provided address. Transcripts can take up to 4 to 6 weeks to process. Send your request via postal mail, fax or email to the DINFOS Registrar using the information below.

Signature:

Date:

Defense Information School
Registrar's Office
6500 Mapes Rd.
Fort George G. Meade, Maryland 20755-5620
Phone: 301-677-4343 DSN: 622-4343
Fax: 301-677-6888, DSN: 622-6888
Email: registrar@dinfos.edu

NOTE: Please do not alter the format of this form. This information is needed to process requests accurately and in a timely manner.