



## TRANSCRIPT REQUEST

### Student Information

Name (Last, First, Middle) Are you an NTSB employee?    Yes    No

Current Address Please check one:    work    home

City State Zip/Postal Code Country

Telephone Fax E-mail

Has your mailing address changed since you last attended a course at the Training Center?    Yes    No  
If yes, please provide your previous address:

For identification purposes, please provide the month and the day of your birth (i.e., July 4 = 07/04):    \_\_ / \_\_

Up to two transcripts will be processed free of charge, per student, per calendar year. An administrative fee of \$15 will be charged for each additional transcript.

Send a total of \_\_\_\_ transcripts to me at the above address  
Send a total of \_\_\_\_ transcripts directly to the organization listed below

If more than two, complete the following:

AMEX    VISA    MC    Discover    Diners Club    Account# \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Check    Money Order    (Make check payable to NTSB in U.S. dollars and submit with form by mail.)

**Organization Information** - where your transcript will be sent (NOTE: Student is responsible for verification of the recipient(s) and address(es). Misdirected mail will count in the total of transcripts sent each year.)

Title of Individual or Organization

Send to attention of

Address

City State Zip/Postal Code Country

**Authorization** This form will not be processed unless signed by the student requesting the transcript

By signing below, you are certifying that you are the individual named in the Student Information section on this form, and you are authorizing the NTSB Training Center to send an official copy(ies) of your transcript to the individual(s) or organization(s) listed above. The NTSB Training Center may request verification of identification and/or signature whenever it deems it necessary.

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

**Submit this form to the NTSB Training Center by fax or mail:**

Fax: 202 459-9357                      Mail: Registrar, NTSB Training Center  
45065 Bles Park Drive  
Ashburn, VA 20147-4287