



Document Release Request

- **Current Students:** Please submit this form in person, or scan and email it from your OSU email account.
- **Former Students:** Please mail, or scan and email, this form along with a copy of your government-issued photo I.D.
- **Third Parties:** Please have the student complete this document or attached their signed consent (must be a wet-ink signature, we cannot accept electronic signatures).

Please check one document to be released to another person: ✓

Official Transcript Unofficial Transcript Other: _____

Purpose of Release: _____

Student's Name: _____
Last
First
Middle

Student's OSU ID #: _____

Student's Phone: _____ Student's Email: _____

Current and Former Students:

I hereby authorize _____ to pick up my document from the Office of the Registrar.
Name of person picking up document

Student's Signature: _____ Date: _____
Electronic signatures will not be accepted.

Third Party Requestors:

Name of Third Party Requestor: _____

Job Title and Company Name: _____

Requestor's Phone: _____ Requestor's Email: _____

Signature of Third Party Requestor: _____ Date: _____
If the Requestor is not the Student, this is required

All persons picking up documents must bring government issued photo I.D.