



Transcript/Certificate Request Form

Public Service Training-Clarksburg transcripts and duplicate certificates are currently available upon written request for training completed in our 12 county area from **July 1, 2002 to the present.**

For confidentiality reasons, records will only be provided to the student upon receipt of this request showing student's legal signature and other pertinent information.

Transcripts are free of charge. For each duplicate certificate requested a **\$10 fee** is to be remitted. **Fees may be paid with a check or money order made payable to Mountain State Educational Service Agency (MSESC).**

Please check one or both:

- Transcript requested (specific years) _____
- Certificate requested for (course title) 1. _____
2. _____
3. _____

(Please type or print; **must be legible.** Provide as much contact information as possible so that we may contact you in the event that we cannot provide the requested documents):

Name: _____

Street/Mailing Address: _____

City, State & Zip Code: _____

Social Security Number: _____ **(Required)**

Telephone Number(s): _____

E-Mail Address: _____

Birth date: _____

Legal Signature: _____ **(Required)**

Date of Request: _____

By checking the box below and initialing, I authorize my educational records from Public Service Training - Clarksburg to be released to my affiliated agency.

_____ Yes, you may release my records to _____
Student's initials Agency name

Return to:
Public Service Training
P O Box 40
Bridgeport, WV 26330