



Third Party Authorization Form

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, P.O. Box 30018, College Station, TX 77842-3018; or Aggie One Stop, General Services Complex, Suite 102. Any questions may be directed to 979-845-1003 or records@tamu.edu.

Students/Former students complete this form to authorize a third-party (family, spouse, friend, etc.) to retrieve your academic records. This authorization is valid for one records request only. Please note this is a supplemental form which may need to be submitted in addition to certain Office of the Registrar request forms (ex – [Transcript Request Form](#)). This request may be submitted in person, fax, mail, or email attachment.

Current or Former Student Information

Full Name as it appears on Student Record	Date of Birth
Universal Identification Number (UIN)	Email Address
Dates of Attendance (Start – End)	Phone Number
Signature	Date

The individual below is authorized to complete the following transaction(s):

- | | |
|---|--|
| Pickup sealed Official Texas A&M Transcript(s)*: _____
<small>*Official transcripts are subject to fees. Please refer to TAMU Transcript Request Form for current costs.</small> | Pickup sealed copy of Previous Institution Transcripts |
| Pickup Sealed Verification | Name of Institution: _____ |
| Enrollment | Pickup Diploma |
| Enrollment History | |
| Degree Verification | |
| Test Scores Type: _____ | |

Special Instructions for Documents (ex. – mail, fax, notarization, apostille, other):

Person Authorized to Complete this Transaction:

Full Name (Valid Photo Identification must be presented by this person in order to retrieve your records.)	
Phone Number	Relationship

FOR OFFICE USE ONLY	
Date received:	
Processed by:	
Date processed:	