

Instructions for Obtaining a Copy of a MORC Training Transcript

All requests for transcripts must be delivered either by mail or in person, allowing two to three days for processing once the request is received in the MORC Training Department. The transcript, along with a review of the individual's current training status, will be mailed, faxed, or E-mailed. Walk-in requests to pick up transcripts cannot be routinely accommodated.

To receive a copy of a MORC Training Transcript, please submit the following:

- A brief letter typed or printed which states that you authorize the release of your MORC transcript.
- The last four digits of your social security number.
- A phone number where you can be reached, in case we have questions about your transcript request.
- Your name printed clearly or typed; if you had a different last name (maiden name, married name, legal name change, etc.) when you were in training, tell us that name, too.
- Your own signature in ink.
- The mailing address, fax number, or E-mail address where you want the transcript sent.
- Enclose a cashier's check or money order payable to MORC, Inc. for \$3 per copy. CASH or PERSONAL CHECKS are not accepted.

If an employer or potential employer is requesting the transcript, in addition to the items mentioned above, they must:

- Put the request letter on company letterhead.
- Include on the request an original signature (not photocopy or fax) of the individual authorizing release of the transcript to another individual or company.

The address to deliver requests for transcripts is:

MORC, Inc.
Attn: Training Department
1270 Doris Road
Auburn Hills, MI 48326-2617

A sample form that may be used to request a MORC Training Transcript can be found on the following page.

Request for a Copy of a MORC Training Transcript

Enclose a cashier's check or money order payable to MORC, Inc. for \$3 per copy. (Cash or Personal Checks are not accepted.)

Deliver this request by mail or in person to: MORC, Inc.
 Attn: Training Department
 1270 Doris Road
 Auburn Hills, MI 48326-2617

Today's Date →	
I request that MORC, Inc. release a copy of my MORC Training Transcript in accordance with my instructions shown below.	
My name (please print):	
The last four digits of my Social Security Number → (Please do not write your entire Social Security Number.)	
Other last name(s) I have had while in training → (if this applies to you)	
A phone number where I can be reached or a message can be left in case there are questions regarding my request. →	
Please send my MORC Training Transcript to: My name or the name of the person or company I want to receive my transcript → The address to which I want the transcript mailed → OR The fax number to which I want the transcript faxed → OR The E-mail address to which I want the transcript E-mailed →	
My signature here →	

A review showing what training is current and accepted and what training is needed will be provided with the copy of your MORC Training Transcript. Please call (248) 276-8031 if you have questions.