

## Transcript Instructions

All requests for transcripts must be made by mail, allowing two to three days for processing once the request is received in the Training Department. You may drop off your request in the Training Department for processing, and your transcript will be mailed or faxed back to you. You will not be able to come in and pick up your transcript.

To receive a copy of your 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 or fax number where you want the transcript sent.
- Enclose a cashier's check or money order for \$3.00. WE CANNOT ACCEPT CASH or PERSONAL CHECKS.

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 send requests for transcripts is:

MORC, Inc.  
Attn: Training Department  
1270 Doris Road  
Auburn Hills, MI 48326-2678

Phone (248) 276-8031 (push #2 for instructions)

### Examples:

To request your own transcript (must be legible; typed or printed)

I, Jane Doe, authorize MORC, Inc. to release my training records. Please send my transcript to (or fax to):

Jane Doe  
642 N. South Street  
Any Town, MI 48888  
Signed Name: *Jane Doe*  
Written Name: Jane Doe  
Social Security Number: 388-88-8888

To request someone else's transcript (must appear on Company letterhead)

I, Jane Doe, authorize MORC, Inc. to release my training records to: Joe Smith at ABC Corporation. Please fax my transcript to:

ABC Corporation

Attn: J. Smith (248) 488-8888

Signed Name: *Jane Doe*

Printed Name: Jane Doe

Social Security Number: 388-88-8888