

# Request and Authorization for Release of Diploma Copy

Print Name \_\_\_\_\_  
(name used while attending TCC)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Number of copies requested: \_\_\_\_\_  
**(\$5.00 charge per copy)**

Graduation year \_\_\_\_\_  
or  
Last year enrolled \_\_\_\_\_

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date of request \_\_\_\_\_

**Request method 1**

FAX request to (281) 991-4871  
Payment can be made with credit card by calling the business office at (281) 998-6015

**Request method 2**

Mail request form and check to TCC, attn: Registrar's Office, 5912 Spencer Hwy, Pasadena, TX 77505

**Request method 3**

FAX request and a copy of your \$5.00 check to (281) 991-4871 then mail your check to TCC, attn: Registrar's Office, 5912 Spencer Hwy, Pasadena, TX 77505. Your request will be processed when FAX is received. Prompt arrival of check will insure processing of future requests.