

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) 998-6006

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.

