



## Authorization for Official Document Pick Up

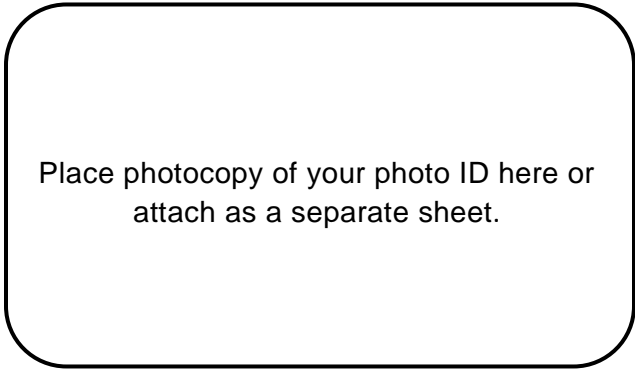
**INSTRUCTIONS:** You may authorize a third party to pick up your official document for you. Your third party **must appear in person** at Campus 411 All-in-1 (BH 116) **with their photo ID and this form**, completed by you.

### STUDENT INFORMATION

Full Name: \_\_\_\_\_  
*First* *Last*

Student ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_



### SELECT OFFICIAL DOCUMENT(S)

- Diploma
- Transcript
- Enrollment Certification
- Other: \_\_\_\_\_

### THIRD PARTY INFORMATION

Full Name: \_\_\_\_\_  
*First* *Last*

Your third party **must appear in person** at Campus 411 All-in-1 (BH 116) **with their photo ID and this completed form:**

### AUTHORIZATION

I, \_\_\_\_\_, authorize \_\_\_\_\_  
*Print Your Name* *Print Third Party Name*

to pick up my selected official document(s).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Third Party Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Administrative Use Only:

Verified Third Party Identification      Staff Initials: \_\_\_\_\_      Date: \_\_\_\_\_