

# Office of the Registrar Transcript Request Information

## Office of the Registrar Transcript Request Information

Students or alumni who desire a transcript of NCJA courses must present a written request or the form below to the Registrar's Office. Please note that federal law requires that all requests must bear the signature of the student, so e-mail requests cannot be honored.

For purpose of identification, the request needs to include:

- Student's full/maiden name
- Social Security number
- Date of Birth
- Complete mailing address of where the transcript is to be sent
- Student's signature

Official transcripts cannot be e-mailed or faxed to students, departments, etc. They can only be sent via regular mail. Please remember that all transcript requests must be signed by the student.

A transcript can be picked up in person during regular business hours. A picture ID is required.

If you have questions about the transcript request process, please call the Office of the Registrar at 910-525-4151, ext. 245 or 828-685-3600, ext. 213.

Mail all transcript requests to:  
Registrar, NC Justice Academy,  
PO Box 99, Salemburg, NC 28385-0099,  
or  
Registrar, NC Justice Academy,  
PO Box 600, Edneyville, NC 28727-0600

Transcript requests may also be faxed to 910-525-5235 (Salemburg) or 828-685-7530 or scanned and emailed to registrar\_east@ncdoj.gov or registrar\_west@ncdoj.gov.

## Office of the Registrar

### *Official Transcript Request*

Name: \_\_\_\_\_  
Last First Middle/Maiden

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Send Transcript to (complete mailing address is required):

---

---

---

---

Student Signature: \_\_\_\_\_