

Transcript Request Form
Presbyterian Historical Society, 425 Lombard Street, Philadelphia, PA 19147
215-627-1852 www.history.pcusa.org

Charges:

- \$5.00 for up to 3 transcripts mailed to the same address

Additional Services:

- Rush Service:** Transcript is sent within 24 hours of receipt, Monday to Thursday, via regular mail. Requests received Friday will be sent out the following Monday.
add \$10.00 for Rush Service

- Express Mail:** Transcript is sent via United States Postal Service Express (1-2 day) Service.
add \$16.25 for Express United States Postal Service Mail delivery

\$ _____ Total payment for Transcript Request
(Include additional charges for Rush Fee and Express Mail if requested)

Payment by Check or Money Order, made payable to:
Presbyterian Historical Society
NO Credit Card or electronic payments accepted.

Current Contact Information:

Name: _____

Street or PO Box: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Name used at school: _____

Date of Birth: _____/_____/_____ (month/day/year)

Name and location of institution: _____

Dates attended: _____

Did you graduate?

- Yes No

If so, year of graduation: _____

Do you need your transcripts in separately sealed envelopes?

- Yes No

Signature: _____

Date: _____

Please send a copy of my transcript(s) to:

Name of institution or individual

Street address or P.O. Box

City/State/Zip