Form No. REG-004 REGISTRAR'S COPY

REQUEST FOR DOCUMENTS

Date Requested	<u> </u>	Processing	Regular	Express	
Date Due			CLAIMING IN	STRUCTIONS	
PERSONAL INFORMATION		PICK-UP. The documents will be claimed by the owner who			
Last Name		will present one (1) valid ID upon claiming and the Official			
First Name		Receipt			
Middle Name				ive will be sent to claim the	
Gender	☐ Male ☐ Female			ne/he will have an authorization s two (2) valid IDs and one (1)	
Birthday			the owner and the		
Birthplace				•	
Did you have a	☐ No ☐ Yes, my original name was	CONDITIONS AND REMINDERS			
change or correction of name				e owner of the records is allowed	
at TDCI			to request for documents in connection with her/his school records and claim the requested documents.		
ACADEMIC INFORMATION		2. The college reserves the right to withhold, deny or cancel any request for document due to pending accountabilities.			
ID Number				ne requesting/claiming party, two	
				shall be required for presentation	
Course				on claiming of the documents.	
Did you graduate from TDCI?	☐ Yes, I graduated on	 Requests and claiming of documents by representative should be covered with an Authorization Letter. The representative should present two (2) valid IDs and one (1) of the owner. Please return this form to the Registrar's Office after payment. Without this form, the request cannot be processed. 			
	☐ No, my last enrollment was on				
		6. Documents not claimed after sixty (60) days will be destroyed.			
	Semester, AY				
CO	NTACT INFORMATION				
Contact No.				ORME	
Email address		I have read and understood all the conditions and reminders in connection with this request and agree to comply with them.			
Address (with Zip code)		connection wit	ii uiis request and	agree to comply with them.	
		Signatu	re over printed nar	me Date	

PLEASE DO NOT FILL IN PRICE COLUMN - TO BE ASSESSED BY THE REGISTRAR STAFF

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	DOCUMENT TYPE	QUANTITY	PRICE
	For Board Exam/PRC Purposes		
Transcript of Records	For Employment Purposes Local Abroad		
Transcript of Records	For Evaluation Purposes		
	For Granted Transcript of Records		
	Academic Completion/ Grades		
	Candidacy for Graduation		
Certification	Graduation / With honors		
	Honorable Dismissal		
	General Weighted Average/ Units earned		
	Diploma		
	Transcript of Records		
Certified True Copy	Special Order (S.O)		
	Form 137 (SHS Transcript)		
	Form 138 (SHS Report Card)		
	INC Form		
0.1	Certification, Authentication, Verification (CAV)		
Others	Good Moral		
	Others:		
SPECIAL INSTRUCTIONS	Subtotal		
		TOTAL	
OR Number		Assessed by	Registrar Staff

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Prepared by:

KEVIN R. CABALLERO

Records In-charge

Noted by:

GRACE R. DELA TORRE

Registrar

Recommending Approval

ETEL ELLA MAE H. CAJILIG, MSLISOIC- AVP / STUDENT SERVICES