

Authorization for Third Party Pick Up



Office of the Registrar
Western Kentucky University
1906 College Heights Blvd #11017
Bowling Green KY 42101-1017
Phone: 270-745-3351
Fax: 270-745-4830

In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student. Diplomas and transcripts will not be released until all obligations to Western Kentucky University have been satisfied.

Student Information:

_____	_____	_____	_____
WKU ID#	Last Name	First Name	Middle
_____	_____	_____	_____
Daytime Phone Number	WKU email address	Date of Birth	

I give permission for _____

_____	_____
Name of Third Party	Local Telephone Number of Third Party

to pick up my:

<input type="checkbox"/> Diploma	<input type="checkbox"/> Transcript
<input type="checkbox"/> Certificate	<input type="checkbox"/> Other _____

X _____

_____	_____
Student Signature Required	Date

**A photo ID from Third Party will be required to pick up items.

Diplomas and transcripts are to be picked up in the Office of the Registrar located on the second floor of Potter Hall.