

For Office Use only:  
Received \_\_\_\_\_

For Office Use only:  
Processed \_\_\_\_\_

# FEMA Transcript Request Form -Please Print Clearly!



Return completed form via mail, fax, or e-mail

<p>● Mail to: 7932 Opossumtown Pike Attn:FEMA Transcripts Frederick, MD 21702</p>	<p>● Fax this completed form to: 240-629-7806  *We will not fax transcripts back to you</p>	<p>● E-mail in PDF format to: Femafax@frederick.edu  *No electronic signatures accepted*</p>
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Student ID or Student Social Security #(leave blank if unknown): \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ Maiden \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

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In order to receive a transcript/credit(s) for FEMA IS courses you have passed you must first order with [www.em-study.com](http://www.em-study.com). ***Please do not fill out this form until you have completed this online process.*** If you have already completed this step,your request will be processed and mailed to the address(es) requested below.

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\_\_\_\_\_ **How many transcripts do you want ?**

Enter recipient address(es) here:

1. _____	2. _____
_____	_____
_____	_____
_____	_____

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- I understand that the address(es) listed above must be complete or transcript(s) will not be sent.
- I certify that I am the above listed person requesting transcripts of my academic record.
- Frederick Community College does not fax or email transcripts.
- No Rush Service Available.
- There is no fee for transcripts.

X \_\_\_\_\_  
Student signature (REQUIRED)  
\*No electronic signatures accepted\*

\_\_\_\_\_  
Date