



**Wilshire Center**  
315 E. Wilshire Avenue  
Fullerton CA 92832  
www.noce.edu

## Third Party Release Form for Records Pick-up

In compliance with FERPA regulations, academic records and documents may only be released to the student or those authorized by the student. Please complete this form if you wish to allow someone to pick-up educational documents on your behalf. These documents must be originally requested by the student through the regular ordering process and forms.

### INSTRUCTIONS

1. You may authorize a person to act on your behalf to pick up your academic document for you. Your authorized person must appear IN PERSON with his or her photo ID and this completed form to obtain your document. The following information must be completed in its entirety and PRINTED LEGIBLY.

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

"I give permission for \_\_\_\_\_ \*  
to pick up my academic document order from the Office of the Registrar on my behalf."

Student signature: \_\_\_\_\_  
(Handwritten Signature Required)

\*The person listed above must bring a photo ID to verify their identity. The authorization is valid only for 30 days from issuance. It may be revoked sooner at student's request.

Please note: Your document may not be released if you have outstanding financial obligations as indicated by a hold on your record.