

## Document Request Form

### Personal Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_ City/Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Previous Last Name \_\_\_\_\_

### Details of Attendance

ACC Student Number \_\_\_\_\_ Dates Attended \_\_\_\_\_  
 Current/Previous Program \_\_\_\_\_

### Processing Instructions

<b>Official Transcript</b>	Number of copies	<input type="text"/>	\$15.75 per copy		Total
<b>Certificate/Diploma</b>	Number of copies	<input type="text"/>	\$52.50 per copy		Total
<b>Replacement Student ID</b>		<input type="text"/>	\$26.25		Total
<b>Completion Letter</b>		<input type="text"/>	\$15.75		Total
<b>Confirmation of Enrolment</b>	Number of copies	<input type="text"/>	\$15.75 per copy		Total

*(this confirmation cannot be used for student aid; call 204.725.8700 ext 6020 for student aid confirmation)*

### Mailing Information

Mail document to:  Home Address  Pick Up  Other (provide information below)

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### Payment Information

Visa  MasterCard  \_\_\_\_\_ Expiry Date \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Cheque or Money Order