

**Fax Transcript Request Form**

There is a **\$20.00** fee per official transcript faxed.

If request is not received by **11:00 a.m.** the transcript will not be sent out until the next business day.

Butler ID or (Social Security Number) \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Maiden/Other Names \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is this address to be used as your permanent address for Butler records? Yes \_\_\_\_\_ No \_\_\_\_\_

Attended prior to 1989? Yes \_\_\_\_\_ No \_\_\_\_\_ Year Attended \_\_\_\_\_ Are you currently attending? Yes \_\_\_\_\_ No \_\_\_\_\_

When is transcript to be sent? *Now* \_\_\_\_\_ *After grades are posted* \_\_\_\_\_ Date classes complete \_\_\_\_\_

*After degree is posted* \_\_\_\_\_ Completed: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

\*\*\*Hand Carried Copies and Faxed Copies of Transcripts are **NOT** always considered as official by the receiving institution. It is the student's responsibility to check with the school in order to be sure the transcript will be accepted as official.\*\*\*

**While requesting a faxed transcript please be sure to provide the fax number  
or your request will not be processed correctly.**

Name of Person or School: \_\_\_\_\_ Fax Number: \_\_\_\_\_

If you choose to pay by credit card we will need the following information:

Type of card \_\_\_\_\_ Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_\_

**\*\*\*WE DO NOT ACCEPT AMERICAN EXPRESS. SORRY FOR ANY INCONVENIENCE\*\*\***

Security Code (the three digit number on the back of the card): \_\_\_\_\_

**\$20.00 FEE PER TRANSCRIPT FAXED  
Transcript will not be sent until fee is paid.**

**Student's Signature** \_\_\_\_\_

\*\*If you choose to fax your transcript request you will need to include a credit card or a debit card number on your fax, as we must receive the request and payment at the same time.

*Mailing Address:*

Butler Community College  
Registrar's Office  
901 S. Haverhill Rd  
El Dorado, KS 67042

*BCC Phone Number*  
316-322-3123  
316-733-3123 (Wichita area)

*BCC Fax Number*  
316-323-6891 or  
316-218-6891 (Wichita area)