UNIVERSITY OF SOUTH ALABAMA
OFFICE OF THE REGISTRAR

Request to Require Identity Verification for Transcript Request

Student Name: _____ Jag Number: _____

Complete only the top section of this form to place a hold on your transcript requests. The institution will honor your request and hold all transcript orders until verification of your identity has been completed. Verification requires presentation of an unexpired government-issued photo ID in person in the Office of the Registrar or through a virtual meeting.

I request the University of South Alabama verify my identity for each and every transcript request made heretofore. Regardless of the effect upon me, I understand the institution assumes no liability for honoring my instructions that my transcript be withheld until my identity has been satisfactorily verified.

This request will remain in effect until I request it be discontinued. A request to discontinue the hold will also require identity verification.

Student Signature: _____ Date: _____

I request the identity verification hold on my transcript be permanently removed effective: _____

Student Signature: _____ Date: _____

Date Received: _____ Updated By: _____

Registrar's Use Only

Do not release records until all applicable verification checks are initialed by authorized personnel.

Records Area Staff:

Name: _____ Title: _____

Date: _____ Holds: _____

Verification Method Completed:

☐ In-Person Government Photo ID:

ID Type: _____ | Issuing State/Country: _____ | Exp. Date: _____

☐ Remote Government Photo ID

Signature: _____ Date: _____