



Document Pick Up Authorization

Submit completed form to the Enrollment Services Office with the authorized persons picture ID in person, by email to MJCESForms@mjc.edu, fax or mail.

If you would like to authorize another person to pick up your Award(s), Official Transcript(s) or Enrollment Verification(s) please complete and sign the information below. Awards and/or transcripts will not be released without this form **and** picture ID.

Date: _____

I authorize the following individual to pick up my: Award(s) Official Transcript(s) Enrollment Verification from the Modesto Junior College Enrollment Services Office.

Student Information:

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Birthdate: _____ Phone: _____

I, understand that by signing this document I am giving permission to the authorized person to pick up the above selected document(s) on my behalf. In the event damages should occur due to the release of such information, I agree to hold Modesto Junior College harmless.

Student Signature: _____ Date: _____

Authorized Person (please print full name): _____

To be signed by authorized person at time of pick up.

I, understand that by signing this document, I assume all responsibility for the handling of the above listed students document(s).

Authorized Persons Signature: _____ Date: _____

Office Use Only		
Received by: _____	Date: _____	ID Verified: <input type="checkbox"/>