

OFFICIAL TRANSCRIPT REQUEST

Please print clearly and return to the address noted above

There are three methods of ordering official sealed transcripts to be sent to third parties. (WE DO NOT ACCEPT ORDERS BY PHONE.)

- **In person** at ITA Customer Service
- **By mail.** Completed form must be signed and sent to ITA Customer Service.
- **By fax.** Completed form must be signed and faxed to ITA Customer Service

There is no fee for this service. Transcripts sent to BC addresses will be sent by regular mail. Transcripts sent to addresses outside of BC will be sent by air mail.

A. Applicant's Information

Registration Number (TWID):			
Legal Last Name:		Legal First Name:	Legal Middle Name(s):
Date of Birth (YYYY/MM/DD)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Suite Number:	Mailing Address:		
City:	Province:	Postal Code:	Email:
Daytime Telephone Number: ()	Home Telephone Number: ()	Fax Number: ()	
Industry Training Program(s) [Trade(s)]:	Certificate Number(s):	Issue Date(s):	

B. Addressee(s)

Suite #:	Mailing Address:		
City:	Province:	Postal Code:	
Attention:			

Suite #:	Mailing Address:		
City:	Province:	Postal Code:	
Attention:			

Suite #:	Mailing Address:		
City:	Province:	Postal Code:	
Attention:			

I hereby request that my official sealed ITA transcripts be sent to the addressee(s) specified in Section B above. Signed: _____ Dated: _____