



MONEY ORDER

All requests must include the following:

- 1. **Fee: \$3.00 for each copy.** We cannot accept personal checks or credit cards. All fees must be paid with cash or money order.
- 2. **Copy of a current photo ID** (driver's license, passport, military ID) must be submitted with your request.
- 3. **Signature for filled out request.** A student that has reached the age of 18 must sign the request. We cannot accept the signature of a parent or guardian's records, unless the parent has power of attorney or other legal authorization to act on behalf of the student. Other documentation is also required with the request.

Please call if you have any questions or need a form filled in the mail. To prevent any confusion, please include your phone number where you can be reached.

NAME OF STUDENT

Last

DATE OF BIRTH

DAY TELEPHONE

PHONE NUMBER

NAME OF LOCAL BUSINESS

ADDRESS

CITY

*If records requested are for a current or prior student 18 years or older, the student must sign this form in order for this department to release records, or Individual

Department or contact person

Address

City

State

Zip

Signature for a fee mailed or faxed to:

Faxed requests will not be filled until payment is received.

6321 BOULEVARD 2610

RICHLAND HILL, TX 76180

Phone: 817-476-6161

Fax: 817-476-4767