



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 majority must sign the request. We cannot accept the signature of a minor. If a parent'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. If you have a question, please call the number where you can be reached.

NAME OF STUDENT

Last

DATE OF BIRTH

DAY TELEPHONE

HOME ADDRESS

NAME OF LOCAL BUSINESS

PHONE NUMBER

TELEPHONE NUMBER

\*If records requested are for a current or prior student 17 years or older, the student must sign this form in order for this department to release records for, or Individual

Department or contact person

Address

City

State

Zip

Signature for mail or faxed to:

Faxed requests will not be filled until payment is received.

6321 BOULEVARD 26 T 400

RICHLAND HILL, TX 76180

Phone: 1-547-561-561

Fax: 1-547-5547