



**Transcript Request
DA Person Profile and EI-PDR Verification**

Date of Request: _____

EMPLID: _____

Name: _____ Class Year: _____

Maiden Name (if applicable): _____

Signature: _____
(Only digital signatures with a DoD/.mil certificate will be accepted)

I request that my Coast Guard Academy transcript be sent to the Coast Guard Institute in order for this degree to be verified, updated, and/or entered into my Direct Access (DA) Person Profile record.

If required, I also request that the Coast Guard Institute forward my transcript to PSC-BOPS-MR for entry into my Electronically Image – Personnel Data Record (EI-PDR).

Transcript request for DA Person Profile and EI-PDR Verification can be sent to the USCGA Registrar's Office by the following methods:

1. Email: A scanned copy of a signed transcript request can be attached to an email and sent to Christopher.A.White@uscga.edu;
2. Fax: A signed transcript request can be faxed to our office at 860-444-8216; (or)
3. Hand Carried or Mailed: A signed transcript request can be hand carried or mailed to:
U.S. Coast Guard Academy
Registrar's Office
15 Mohegan Avenue
New London, CT 06320-8101

For questions concerning transcripts, please go to <http://www.cga.edu/academics2.aspx?id=2671> or contact the USCGA Registrar's Office at 860-444-8214.

Transcript for DA Person Profile and EI-PDR Verification will be sent to:
USCG Institute
Registrar's Office RM 228
5900 SW 64th St
Oklahoma City, OK 73169

Registrar's Office Only

Processed by: _____

Date sent: _____