



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157
education@tdlr.texas.gov • www.tdlr.texas.gov

MESSAGE TRANSCRIPT EVALUATION REQUEST FORM INSTRUCTIONS

1. Requester Information – Enter name date of birth, mailing address, phone number and email address. This address is where the Department will mail all correspondence and may be a post office box. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
2. School Information – Enter information for the school attended. Include dates of attendance and hours completed.
3. Signature of Requester – This form must be signed by the Requester. Be sure to print the name, sign and date the application.

Required Documentation:

- Official Transcripts from all schools attended.
- Original or certified name change document if student attended previous schools under a different name.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application and attachments.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at www.tdlr.texas.gov or request for assistance via email at education@tdlr.texas.gov and include attachments as needed.



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MESSAGE TRANSCRIPT EVALUATION REQUEST FORM

1. Requestor Information

Name, Last, First MI

Birth Date (MM/DD/YYYY)

Telephone Number

Email Address

Mailing Address - Number, Street Name, Suite Number City State Zip Code

2. School Information

School Name

Dates of Attendance

Hours Completed

Address - Number, Street Name, Suite Number City State Zip Code

School Name

Dates of Attendance

Hours Completed

Address - Number, Street Name, Suite Number City State Zip Code

SIGNATURE

I certify that all information I have provided is true and correct. I understand that providing false information may result in denial of this application.

Printed Name/Signature

Date Signed