



Third-Party Pick-Up Authorization

Use this form to allow a third-party to pick up a document.

Instructions:

**** A form must be completed for each separate document to be picked up and is a one-time authorization****

1. Student completes all information requested below (including signature – electronic signatures are not accepted).
2. A copy of the student’s photo id must be submitted with this form (driver’s license, passport, etc) to confirm the student’s identity.
3. Third-party should bring this form and a photo ID to the Penguin Service Center in Meshel Hall, 2nd floor.

Student Information:	
Student Name:	
Date of Birth:	Banner ID # or Last four of SSN:

Document to be released (check only one). A signed third-party authorization form must be completed for each type of document.		
√	Document Type	Additional information needed to place order:
	Unofficial Transcript (free)	Must have student’s name, birthdate, and YSU ID # or Full SSN
	Official Rush Transcript (\$12)	Must have student’s name, birthdate, and YSU ID # or Full SSN
	Enrollment Verification	
	Replacement Diploma	Replacement diploma form & payment must be submitted.
	Other:	

Authorized Third-Party to pick up document:
Full Name:
Person picking up document must present photo ID in order for the document to be released.

I authorize Youngstown State University to release the document indicated above to the third-party individual named. I understand this is a one-time authorization.	
Student Signature:	Date:
Signature Required - any form submitted without a written signature will be returned	

The third-party should bring this completed form, a copy of the student’s ID (driver’s license, passport, etc.), and his or her own photo ID to the Penguin Service Center in Meshel Hall, 2nd floor. Please call 330-941-6000 if you have any questions.

PSC Use Only:
Confirm: Student signature _____ Student ID _____ Third-party ID _____ Enter in SPCMNT _____ For Rush Transcript & Replacement Diploma staple to form. All other requests distribute to Records mail.