

# Request for Transcript

Submit completed Request for Transcript form with a \$10.00 non-refundable fee to the Registration Office in Building 8 at Lively Technical College, 500 North Appleyard Drive, Tallahassee, FL 32304, 850-487-7400 (office) or (fax) 850-487-7630. The form can also be emailed to Jamesia Shattles at [shattlesj@leonschools.net](mailto:shattlesj@leonschools.net). **Please be aware personal checks are not accepted.**

Registration is open Monday - Friday, 8:00 a.m. until 4:00 p.m. Processing may take up to ten days to complete.



Lively  
Technical  
College

500 North Appleyard Drive

Tallahassee, FL 32304

(P) 850-487-7400

(F) 850-487-7630

## CREDIT CARD AUTHORIZATION FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cost: \_\_\_\_\_

Type of Credit Card:

Name Printed on Credit Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration date: \_\_\_\_\_

CVS# : \_\_\_\_\_

**I authorize Lively Technical College to complete this transaction with the credit card information listed above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form can be faxed to (850)487-7630*

*If you have any additional questions please call (850)487-7400*