



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

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Date of Request: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Email or Phone (in case of questions): \_\_\_\_\_

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

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I request that my Coast Guard Academy transcript be sent to the USCG ETQC Registrar Services in order for this degree to be verified, updated, and/or entered into my Direct Access (DA) Person Profile record, and if required, entered into my Electronically Image – Personnel Data Record (EI-PDR).

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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 Registrar@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 contact the USCGA Registrar's Office at 860-444-8214.

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Transcript for DA Person Profile and EI-PDR Verification will be mailed or emailed to:

ETQC Chesapeake Voluntary Education Dept.  
Tuition Assistance & Registrar Services  
300 East Main Street Suite 1201  
Norfolk, VA 23510

ETQC-SMB-RO@uscg.mil

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Registrar's Office Only

Processed by: \_\_\_\_\_

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