

AUTHORIZATION FOR RELEASE OF INFORMATION TO A THIRD PARTY

Bakersfield College will provide verifications of degrees or past attendance to third parties according to the following requirements:

- The verification request is submitted on company letterhead or the form below must be completed by the former student.
- The request includes the following information about the former student; Social Security number, name, date of birth, approximate dates of attendance, and the degree to be confirmed.
- A signed release from the former student that clearly specifies that educational records/information may be released.
- A \$4.00 fee made out to Bakersfield College.

Bakersfield College does not accept electronic signatures for verification requests.

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize Bakersfield College to release the requested information to

_____. I hereby release you from any and all liability or damages for providing the information requested.

Summer _____ Student's Signature
Fall _____ Student ID Number
Spring _____ Date

Please Check One: Form/Letter to be mailed
Form/Letter will be picked up by student

There is a \$4.00 fee for each verification requested. The fee is payable at the time the request is made.

Fee Paid \$ _____ Date _____ Clerk _____