I, _____________________________________________, authorize the release of my SBCC diploma(s) to

Print Name of Student

______________________________________________.

Print Name of Designee

Student ID Number:  K______________________

Date: ______________________________

Student Signature: __________________________________________________________

Designee must present the following at Admissions & Records, SS-110:

1) The signed authorization form (original or printed copy is permitted)
2) A valid photo ID
3) A copy of the student’s valid photo ID

Note: This authorization form applies only to diplomas for SBCC Associate Degrees, Certificates of Achievement, and/or Skills Competency Awards. It may not be used to release transcripts or other student records. For questions, contact the Degree Analyst at (805) 965-0581 ext. 2956.

Office Use Only

☐ IDs confirmed  Staff initials: ______________  Date: ______________

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