



# Authorization for Release of Records

If the student is submitting this request in person, he/she must present a photo ID. (Complete section above)  
If the student is not in person, a photo ID can be faxed with the notary section of this form completed.

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

Student Name: \_\_\_\_\_  
*Last Name First Name*

Student ID#: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full or limited access does not give authority to make changes to the student's educational record. This authorization will remain continuously in effect for a maximum of one year, unless the authorization is withdrawn in writing. Please check the appropriate boxes below.

FULL ACCESS to educational records maintained by Admissions & Records office (including Financial Aid and Billing records).  
OR

LIMITED ACCESS - Only the following specific information or records may be released:

Only my Otero Junior College transcript may be released.

One-time use. This authorization can be used only once.

Limited use authorization expires on: \_\_\_\_\_

Other - Please describe: \_\_\_\_\_

Purpose of the authorization for release of information:  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a security question and answer. In the event the valid ID is not available, this information will be used to confirm the identity of the third party authorized to access your student information.

Question: \_\_\_\_\_

Answer: \_\_\_\_\_

Name and address of individual or agency that may access my records:  
\_\_\_\_\_  
\_\_\_\_\_

Mail

OR

Pick Up

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing written notice of such revocation to the College office or person who maintains the records of the authorization. This authorization is good for one calendar year from the date I sign this release, unless noted differently above, and photocopies of this release form may be accepted, when presented in person with appropriate identification. The person and or agency receiving this information may not disclose the information received as a result of this disclosure unless specifically authorized in the "purpose" section of this release.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

### Notary Section

If this form is faxed, scanned, or mailed, it must be notarized.

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires \_\_\_\_\_ (SEAL)