

NASSAU COUNTY CIVIL SERVICE COMMISSION
40 MAIN STREET
HEMPSTEAD, NEW YORK 11550

Dear Candidate:

In order for this office to complete the review of your application, it is necessary for us to receive an official transcript as proof of your claimed education. Such transcript(s) **must** be sent directly to this office by your school(s). No other proof of education will be accepted.

Be certain to indicate to the school(s) exactly what completed education you require proof of so as not to have an incomplete transcript sent. The form below should be filled out completely and then sent directly to the school concerned.

REQUEST FOR TRANSCRIPT

TO REGISTRAR:

I am a candidate for employment in a position under the jurisdiction of the Nassau County Civil Service Commission. The Commission advises me that it is imperative that they receive college transcripts covering the education shown below as quickly as possible. Failure to provide transcripts to them may result in disqualification of my application.

THIS FORM MUST BE ATTACHED TO THE TRANSCRIPT AND MAILED DIRECTLY TO:

NASSAU COUNTY CIVIL SERVICE COMMISSION
40 Main Street
Hempstead, New York 11550

TO BE COMPLETED BY CANDIDATE:

Name _____ (including maiden)	Date of last attendance _____ Type of degree _____
Social Security No. _____	Date of birth _____
Address _____ _____	Exam title/position _____ _____
Signature _____	Exam number _____