

- You may designate a third party to pick up your diploma, transcript, or enrollment verification at the Office of the Registrar, as long as the form is received prior to pick up.
- Authorized third party must present a valid photo ID at time of pick up and sign after documents are received.
- Submit the completed form via UH West O'ahu's Secure File Transfer at [westoahu.hawaii.edu/sft](https://westoahu.hawaii.edu/sft) and select "Records Department". Please submit the form with your UH email. Non-UH email submissions will not be accepted.

**Student Information**

Last Name	First Name	Middle	UH ID
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Cell Phone	Home Phone	UH Email Address
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**Authorization for Third Party**

Last Name	First Name	Middle
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Pick up document:

Diploma

Transcript

Enrollment Verification

Other: \_\_\_\_\_

**Student Signature**

\_\_\_\_\_  
 Student Signature Date  
 (signature required before document will be released to third party)

**Office of the Registrar Use Only**

_____ Third Party Signature (signature required when document is picked up)	_____ Date	_____ Verified By:	_____ Date:
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