REQUEST FOR

SAILOR / MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

OFFICIAL SMART *OFFICIAL*

Complete Form, Provide Signature, then Mail or Fax to:

COMMANDING OFFICER
Center for Personal and Professional Development
ATTN: VOLED Detachment (Navy College Center)
6490 Saufley Field Rd
Pensacola, FL 32509-5204
FAX TO: (850) 452-1281 or (850) 452-1051 **DSN FAX:** (from Military phones) 922-1281 or 922-1051

Questions on SMART contact the Navy College Center at: Toll Free: 1-877-253-7122 or DSN 922-1828
EMail: **ncc@navy.mil**

INFO on SMART and other Voluntary Education Programs go to web site: https://www.navycollege.navy.mil

Signature (NOTE: Must have signature in order to process!)	**Date**

PRIVACY ACT INFORMATION - PLEASE TYPE OR PRINT LEGIBLY
"For Official Use Only - Privacy Sensitive - Any misuse or unauthorized disclosure may result in both civil and criminal penalities."

1. NAME (Last, First, Middle Initial) Name on Military Records		**2. SSN** (Last FOUR of SSN Only)	
3. RATE / RANK		**5. BRANCH OF SERVICE** (Check One)	☐ **Navy** ☐ **Other** (Specify) ☐ **Marine Corps**

6. Currently on Active Duty?	**7. How do we CONTACT you?**	
☐ **YES**	**Work Phone:** (DSN if available)	
☐ **NO**	**Alternate Phone:**	
	EMail:	

8. PERSONAL (Unofficial) COPY
Go to the following Web Site to generate and print your personal copy of the SMART transcript.

https://smart.navy.mil

9 SEND OFFICIAL SMART TO THE FOLLOWING EDUCATIONAL INSTITUTION
NOTE: Official SMARTs cannot be sent to individuals or Military Education Centers. No Abbreviations Please

Name of Educational Institution:	
Address:	
City, State:	
Zip Code:	

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY	10 USC, Section 4302
PRINCIPAL PURPOSES	To enable the SMART system to access its computerized files, retrieve data, and produce a transcript for forwarding to educational institutions designated by the individual.
DISCLOSURE	Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the Transcript and forward it to desired educational institution(s).
ELIGIBLE	**1. Active Duty and Reserve Sailors / Marines** **2. Navy Veterans who separated / retired after 1975** **3. Marine Corps Veterans who separated / retired on or after 1 January 1990**

Print Form