

These instructions are from the following website:

<http://www.au.af.mil/au/ccaf/transcripts.asp>

Click on the following link to walk through the process. [Online Transcript System](#).

In some situations, you may not be able to order a transcript online through our system. If you are unable to order a transcript through the CCAF online system you have the following options:

A) For a minimum charge, you can order a transcript through Credentials Inc. online or via telephone from virtually anywhere in the world and your transcript will be mailed out the next business day. Express shipping is offered through this service.
<https://www.credentials-inc.com>

Credentials can be reached by phone at 1-800-646-1858 / 1-847-446-1027 from 0700hrs to 1900hrs CST

B) Visit your Air Force education center. They can order your free transcript online and it will be mailed out the following business day.

C) Send a written request that includes your full name or former name if appropriate, social security account number, and the address of the location you want the free transcript to be sent. Your signature is required for release of a transcript.

CCAF MAILING ADDRESS

CCAF/DESS
100 South Turner Blvd
Gunter Annex AL 36114-3011

**Notice: Transcript requests sent by fax or email
will NOT be accepted.**

If you need to expedite the mailing process you can have your transcript sent through Fed Ex.

For a minimum charge, you can order a transcript through Credentials Inc. online or via telephone from virtually anywhere in the world and your transcript will be mailed out the next business day. Please follow the steps on the Credentials Inc web site to order a transcript to be shipped using FedEx.
[Credentials-Inc Transcript Ordering](#)

You can reach Credentials by phone at 1-800-646-1858 or 1-847-446-1027 from 0700hrs to 1900hrs CST

1st time request for Non-Air Force Members:

If you are a non Air Force member and have CCAF credits you can use our system to order your CCAF transcript. If this is the first time you have ordered a transcript you will need to create a CCAF record. Please follow the directions at this link to create your record. [click here](#)

Once the transcript is received at CCAF, it is routed through different branches. This process includes the receipt, transcribing, and the evaluation of civilian courses to your student record.

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<http://www.hccfl.edu/media/428369/smart%20transcript%20request%20form.pdf>

To order the official SMART, follow these steps:

1. Contact the Registrar Office at the educational institution you want the transcript sent, to determine the correct mailing address before requesting your official SMART.
2. Download and complete a copy of the SMART Request Form. Mail or fax the form to the address/fax number on the form. The Navy College Center will mail the official SMART to the college(s) you designate. The other option is that you submit the form in person or by fax to your local Navy College Office or Marine Corps Education Center, which will order the official SMART to be mailed to the college(s) you designate.

For more information, see the [Navy College Program's SMART section](#). If you already have a SMART transcript, you can go to the SMART Website to view it.