

# REQUEST FOR

SAILOR / MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

# OFFICIAL SMART OFFICIAL

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

**Navy College Center, N211  
VOLED Det, CPPD  
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

E-Mail: [ncc@navy.mil](mailto: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 penalties."

**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?**

**YES**

**NO**

**7. How do we CONTACT you?**

**Work Phone:**  
(DSN if available)

**Alternate Phone:**

**E-Mail:**

**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