**SPECIAL MAIL REQUEST**

**JOINT SERVICES TRANSCRIPT**

<table>
<thead>
<tr>
<th>OFFICIAL</th>
<th>JST</th>
<th>OFFICIAL</th>
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<tbody>
<tr>
<td>Complete Form, Provide Signature, then E-Mail/Fax:</td>
<td>Mailing Address: Commanding Officer NETPDTC JST Technology Operations Center 6490 Saufley Field Road Pensacola, FL 32509</td>
<td></td>
</tr>
</tbody>
</table>

E-mail: [jst@doded.mil](mailto:jst@doded.mil)  
Fax: 850.473.6013

INFO on JST and other Voluntary Education Programs, go to website: [https://jst.doded.mil](https://jst.doded.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.”

NAME (LAST, FIRST, MI) *Name you served under

SSN (Last Four Digits ONLY)  RATE/RANK  BRANCH OF SERVICE:  CURRENTLY ACTIVE DUTY?

YOUR CONTACT INFORMATION:

E-mail:  Phone:

SEND OFFICIAL JST TO THE FOLLOWING ORGANIZATION – NO ABBREVIATIONS PLEASE

NOTE: Official JSTs CANNOT be sent to individuals or Military Education Centers

Name of Organization/Institution

Street Address:

City, State, Zip:

POC NAME:  POC PHONE:

POC E-MAIL:

NEED A PERSONAL (UNOFFICIAL COPY)?  Please go to the JST website to generate and print your personal copy

[https://jst.doded.mil](https://jst.doded.mil)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC, Section 4302

PRINCIPAL PURPOSES: To enable the JST 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 institution.

ELIGIBLE: 1. Active Duty and Reserve Sailors & Marines 2. Navy & Marine Corps Veterans

NETPDTC 1560/10 (10/14)