

CCAF Transcript Request Procedures for Air Force Members

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

1) From a military computer (.mil domain), order your free transcripts online through the Air Force Portal:

- <https://www.my.af.mil/faf/FAF/fafHome.jsp>
- Login into the Air Force Portal
- Scroll down to featured links & click onto the Air Force Virtual Education Center
- Go to Self Service Apps
- Select My CCAF Actions
- Scroll down to Request a CCAF Transcript & click
- Fill out all required fields on transcript request form & submit
- Your transcript will be mailed out the following business day

2) 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.degreechk.com>

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

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

4) 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.

Send your transcript request to:

CCAF/DFRS

130 West Maxwell Blvd

Maxwell AFB AL 36112-6613

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If you need a transcript containing civilian earned credit, you will need to order a transcript from the school in which attended. CCAF transcripts ONLY list Air Force credits.

CCAF Transcript Request Procedures for Non-Air Force Members

If you are not a registered student and have taken courses at a CCAF affiliated school, please provide the following documents:

1. Submit copies of course completion certificates
2. Copy of an identification card, front and back
3. Social security number and date of birth
4. A complete address where you want your transcript mailed
5. Your signature is required for release of a transcript

You may either mail documentation/information to:

CCAF/DFRS
130 West Maxwell Blvd
Maxwell AFB AL 36112-6613

or

Email documentation to:

registrar.ccaf@maxwell.af.mil