

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: Virtual Education Center
1905 Regulus Avenue, Suite 234
Virginia Beach, VA 23461-2009

FAX TO: (757) 492-5095 DSN: 492-5095

Questions on SMART contact the Virtual Education Center at: Toll Free: 1-877-838-1659 DSN:492-4684
E-Mail: vec@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)	<input type="checkbox"/> Navy <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Marine Corps <input type="text"/>
6. Currently on Active Duty?	7. How do we CONTACT you?		
<input type="checkbox"/> YES	Work Phone: (DSN if available)		
<input type="checkbox"/> NO	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