

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)	
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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:	<input type="text"/>
	Address:	<input type="text"/>
	City, State:	<input type="text"/>
	Zip Code:	<input type="text"/>

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	<ol style="list-style-type: none">Active Duty and Reserve Sailors / MarinesNavy Veterans who separated / retired after 1975Marine Corps Veterans who separated / retired on or after 1 January 1990