



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

Third Party Authorization Release Form

STUDENT INFORMATION			
First Name:	Middle Initial:	Last Name:	Student ID:
Contact Number:		Email Address:	

THIRD PARTY INFORMATION – Must be completed by the student. A valid government issued photo ID must be provided during the time of pick up.		
First Name:	Middle Initial:	Last Name:
Relationship:		

LETTER OF AGREEMENT- <i>Form must be completed thoroughly with physical signatures. Digital signatures and incomplete forms will not be accepted</i>
<p>By signing this document, I authorize the person listed above as the authorized third party to pick-up _____ (description of document) on my behalf.</p> <ul style="list-style-type: none"> - I understand that once this authorization is accepted and the third party picks up my document, ITU is not responsible for insuring that you receive the document or investigating subsequent actions of the third party. - I also understand that the third party must show government issued photo ID and sign this form to receive the document. The authorization is not valid if the third party signs before time of pick-up. - I further understand that ITU reserves the right to refuse to provide the document to the third party if they cannot satisfactorily prove their identity at the time of pick up. <p>Student Signature: _____ Date: _____ / _____ / _____ Month Day Year</p>

THIRD PARTY SIGNATURE- <i>Must be signed in the presence of an ITU staff member</i>
Signature: _____ Date: _____

ADMINISTRATIVE USE ONLY – Administrator is required to check form of ID used for validity during the time of pick up before releasing document(s).	
Received By: _____ Please Print Name	ID Type Presented: _____
Signature: _____	Date of Release: _____