

Official Joint Services Transcript Request Form

Instructions: Fill out the information below then return to JST for processing. One form per recipient.

Information on JST and other Voluntary Education Programs, go to website: <https://jst.doded.mil/jst>

Need a Personal (Unofficial) Copy? Please go to the JST website to generate and print your personal copy: <https://jst.doded.mil/jst>

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

Other names while enlisted - _____

Last 4 of SSN - _____ DoDID - _____

Date of Birth (MM/DD/YYYY) - _____ Rate/Rank - _____

Branch of Service - ☐ Army ☐ Marine Corps ☐ Navy ☐ Air Force ☐ Space Force ☐ Coast Guard

Email Address - _____

Phone Number - _____ Date (MM/DD/YYYY) - _____

Signature - _____

Note – Must have signature in order to process!

By submitting this signed request form, I authorize the JST Office to release my Official JST to the recipient as indicated below.

Send Official JST to the Following Organization – Please do NOT use Abbreviations for School Name!

Note – Official JSTs cannot be sent to individuals or Military Education Centers.

Name of Organization/Institute - _____

Street Address - _____

City - _____ State - _____ Zip Code - _____

POC Name - _____ POC Phone - _____

POC E-Mail Address - _____

Return completed form(s) for processing via:

- a. JST Inquiry – When logged into your JST account
(<https://jst.doded.mil/login>), open an inquiry and attach
the completed form.
- b. Email – jst@doded.mil

- c. Mailing Address:
Commanding Officer
Naval Education and Training Command
JST Operations Center N6
130 West Ave, Suite G, Bldg 603
Pensacola, FL 32508

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY – National Defense Authorization Act (NDAA) of 2013

PRINCIPLE 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 intended recipient.

ELIGIBILITY – Active/Reserve and Separated/Veteran Army, Marine Corps, Navy, Air Force, Space Force, and Coast Guard