



# MarymountManhattan

## REQUEST FOR INFORMATION ON AN MMC STUDENT

(FOR FEDERAL INVESTIGATORS, OFFICERS OF THE COURTS, AND OTHER OFFICIAL AGENTS)

### **INSTRUCTIONS:**

- Agent/Officer(s) must present proper identification to MMC Security
- Agent/Officer(s) complete Sections I & II on Request For Information Form
- MMC Security gives notification to the Registrar that the Agent/Officer(s) are present and require student information
- All Agent/Officer(s) must bring Proper Identification and a Copy of the Student Release of Information or the subpoena to the **Registrar in the Center for Student Services**, located in the Nugent Building, Lower Level, to fill out the Request for Information Form and submit their documentation.

### **I. AGENT INFORMATION**

Agent's Name (Please Print): \_\_\_\_\_

Credentials: Agent's Employer: \_\_\_\_\_

Badge Number: \_\_\_\_\_

Employment Identification Number: \_\_\_\_\_

### **II. STUDENT INFORMATION**

Student's Name(first, middle, last): \_\_\_\_\_

Maiden Name, Aliases, or AKA: \_\_\_\_\_

Student's Identification Number: \_\_\_\_\_

Type of Information Request[Check if applicable]:

- Unofficial/Official Transcript - Registrar/CSS
- Financials – Financial Aid /CSS  
Student Accounts/CSS
- Disciplinary – Student Affairs
- Security – Security and Safety

Nugent Hall, LL  
Nugent Hall, LL  
Nugent Hall, LL  
Carson Hall 8<sup>th</sup> Floor  
Carson Hall 1<sup>st</sup> Floor

Regina Chan 212-517-0501  
Christina Bennett 212-517-0556  
Terry Padmore 212-517-0551  
Dr. Carol Jackson 212-517-0756  
James Cambria 212-517-0685

Other: \_\_\_\_\_

**OFFICE USE ONLY**

A. Credential Verification:

Badge Number is Same as Above    EIN is Same as Above    Received Copy of Student Release

Student ID#: \_\_\_\_\_

Student signature:    matches on file    does not match on file  
 file not available (IM)    No Record of Student

Verifier: \_\_\_\_\_ Date: \_\_\_\_\_

Office: \_\_\_\_\_

B. Holds Check

AR(Financial) – See Director of Student Accounts - **Official/Unofficial transcripts cannot be given out**

RG(Registration)-See Registrar    Other: \_\_\_\_\_ See Dept: \_\_\_\_\_

No Holds/Student is Cleared

C. Transcript

Official    Unofficial    Plain Paper Transcript furnished to agent:    Yes    No

Transcript not in Colleague – File needs to be ordered thru IM

No Record of Student /Does not exist

Student Service Representative: \_\_\_\_\_ Date: \_\_\_\_\_

D. Other Offices Check:

Office of Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Student Accounts: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Other Office(s): \_\_\_\_\_ Date: \_\_\_\_\_

Other Office(s): \_\_\_\_\_ Date: \_\_\_\_\_

Special Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_