



UNIVERSITY of HAWAII

# HILO Authorization to Pick Up Official Documents

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Center, First Floor Rm 101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: [uhhro@hawaii.edu](mailto:uhhro@hawaii.edu)

- You may designate a third party to pick up your certification or diploma at the Office of the Registrar, as long as our office receives a signed copy of this form prior to pick up.
- Authorized third party must present a valid photo ID at time of pick up and sign after documents are received.

## SECTION I: Student Information

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First MI

Email: \_\_\_\_\_@hawaii.edu Phone: \_\_\_\_\_

## SECTION II: Authorization for Third Party

Authorized person: \_\_\_\_\_

(Print third party name)

Pick up document:  Certification  Diploma  Other: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Third Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE OF THE REGISTRAR USE ONLY:** Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Revised 08/2017



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Third Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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