



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

- 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