

**AARTS Transcript Request (Army Personnel):**

Mail to: AARTS Operation Center  
298 Grant Avenue  
Ft. Leavenworth, KS 66027-1254  
Phone: 1-866-297-4427

Fax to: 1-913-684-9499

**PLEASE PRINT PLAINLY IN CAPITAL LETTERS**

NOTE: If your BASD is before 1 October 1981, you must request that the National Personnel Records Center in St. Louis send a certified true copy of your DD Form 214 directly to the AARTS Operation Center. You may do this through their web site at: <http://www.archives.gov/st-louis/military-personnel/>

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

BASD (MM/YYYY): \_\_\_\_\_

Phone Number or Email Address: \_\_\_\_\_

Current Status (Check one):

- Regular Army     Army National Guard     Army Reserve     Veteran

I am requesting an official copy of my AARTS transcript to be sent to the following colleges(s):

College: Lewis-Clark State College  
Address: Office of the Registrar  
500 8<sup>th</sup> Ave.  
Lewiston, ID 83501

Signature: \_\_\_\_\_