How to order your transcripts from the Air Force

There are currently 2 ways to request transcripts once your record has been created.

#1 - Mail a letter to CCAF requesting a transcript which also will need to include your full name, the last four of your SSN, your Date of Birth, and the address you wish your transcript to be sent to. The address to CCAF is:

NOTE: Ensure the letter is physically SIGNED by the member to release their record.

Community College of the Air Force
100 South Turner Blvd
Maxwell AFB, Gunter Annex AL 36114-3011

#2 - Credentials, INC. does overnight and regular delivery using their service called TranscriptPLUS for a fee. This service can be found at https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308