

# Ordering Community College of the Air Force Transcripts

Navigate to the Air University's Community College of the Air Force (CCAF) transcript page.

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

## Option 1: Order electronically from Parchment (\$3.10)

### Step 1: Click "Order from Parchment"

The screenshot shows the top navigation bar of the Air University website with links for ABOUT, NEWSROOM, FOUNDATIONAL RESOURCES, O&RSD, and CONTACT. Below this is a dark blue header with "Ordering Options" and a navigation menu including "CCAF Home", "Heritage", "Transcripts", "FAQs", and "Contact Us". The main content area is titled "Ordering Options" and states: "CCAF provides several options for ordering your official transcript as detailed below." It lists "Option 1: Electronic, First Class Mail and Overnight Order through Parchment" with a red note: "NOTE: Please do NOT send any money to CCAF!". A green arrow points to a blue button labeled "Order from Parchment". Below this, it says: "This third party company handles our online ordering. You can order through their site at any time and can select from three delivery options. Electronic transcripts are \$3.10; First Class mail option is \$5.60; and FedEx option is \$33.10." An "IMPORTANT NOTE" at the bottom states: "These fees are not covered by the Air and Space Force."

### Step 2: Validate Your Email Address

The screenshot shows the homepage of the Community College of the Air Force - Registrars Division. The header includes the college logo and address: "100 S Turner Blvd, Maxwell AFB Gunter Annex, Montgomery, AL, 36114-3011, US". Two main options are presented: "Ordering your own credentials or academic records" and "Ordering on behalf of someone else". A message from the Registrars Division welcomes users and explains the service. Below this is a form titled "START HERE - ENTER YOUR EMAIL ADDRESS" with an "Email" input field and a "Continue" button. A note at the bottom states: "All items marked with a red asterisk are required."

### Step 3: Enter Your Information

The screenshot shows a registration form with the following fields: First Name, Middle Name, Last Name, Month Of Birth, Day Of Birth, Year Of Birth, Highest Level Of Education (dropdown), and a section titled "ENTER YOUR CONTACT INFORMATION" containing Cell Phone, United States of America (dropdown), Address 1, Address 2, City, State/Province (dropdown), and Postal Code. Below this is a "CHOOSE A PASSWORD" section with Password and Retype Password fields. A "CREATE ACCOUNT & CONTINUE" button is at the bottom.

### Step 4: Enter your CCAF/Service Info

The screenshot shows a form titled "Community College of the Air Force - Registrars Division would like you to provide the following information:". It includes fields for: "Are you currently enrolled?" (dropdown with "No, not currently attending" selected), "What was your first year of attendance?" (dropdown with "2008" selected), "Year you graduated or left" (dropdown with "2012" selected), "Your last 4 SSN" (input field with "Don't Have One?" link), "Please verify your name while attending" (radio buttons for "Other name variation or maiden name" and "Current name" selected).

### Step 5: Order Transcripts

The screenshot shows a page titled "Available Credentials" with a "CANCEL" link. It features the college logo and text: "The following credentials are available from Community College of the Air Force - Registrars Division. Start your order by selecting a credential listed below (you can add more later)". Below this is a card for "TRANSCRIPT" with a description: "An academic transcript is an inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year." and an "Order" button.

## Step 6: Enter Napa Valley College

Set Delivery Destination BACK CANCEL

Your order will be sent from Community College of the Air Force - Registrars Division to the individual and/or organization at the destination below.

Most transcript request will be processed within 7 - 10 days from order date. Please verify your DOB and SSN prior to submitting your order to avoid delays. Initial transcript request for Non-Air Force students (Army, Navy, Marine, Coast Guard or DOD Civilian) is not available at this time.

Napa Valley College Select

Where would you like to send the credential? Search

OR

[I'm sending to myself or another individual](#)

## Step 7: Enter "Purpose"

FROM  
Community College of the Air Force - Registrars Division  
Montgomery, AL

TO  
Napa Valley College

Delivery Method: **Electronic**

Credential Fee: \$3.10

Item Total: \$3.10

\* Purpose  
Undergraduate Admissions

Would you like to add an attachment file? (optional) + Add An Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

## Step 8: Review Order Summary

## Step 9: Enter Payment Information and Place Your Order

### Option 2: Free Written Request to CCAF

Written requests are processed in the order they are received. A written request is typically processed 10-15 days after receipt. Please use the CCAF Transcript Ordering Form ([link below](#)); ensure you fill out all of the fields and sign with your physical signature. Digital signatures are not sufficient, nor do we accept requests via email. Incomplete or illegible requests will not be processed.

[Mail in Transcript Request Form](#)