

Request for Transcript

Policy Statement

Policy

From the summer of 2024, DBS official transcripts will be issued directly through Digitary CORE, a trusted international verified digital credential platform. Digitary CORE ensures document authenticity. When transcripts, credentials, and any other documents are issued through Digitary CORE, they are verifiable, secure, and include a cryptographic signature.

In order to provide a secure and efficient service, DBS applies a fee for Education Transcripts for former students and postal delivery. In the interest of data protection, all items requested for postal delivery will be sent via registered post with An Post. Other courier services incur extra costs. No fee is applicable for current students collecting hard copy or in receipt of a soft copy.

Current Student?	Hard or soft copy?	Course completed since 2013	Collection or Post?	Cost
Yes	Soft	n/a	n/a	Free (Digitary)
Yes	Hard	n/a	Collection	€30
Yes	Hard	n/a	Post	€30 + See postal rates
No	Soft	Yes	n/a	€20 (Digitary)
No	Hard	Yes	Collection	€30
No	Hard	Yes	Post	€30 + See postal rates
No	Hard	No	Collection	€30
No	Hard	No	Post	€30 + See postal rates
No	Soft	No	n/a	€25 through Digitary



Registered Postal Rates (Effective May 2024) including administration fee

Destination	Rate
Ireland	€12.50
Rest of World	€20

Effective May 2024