

Request for Transcript

Policy Statement

Policy

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	Hard	n/a	Collection	Free
Yes	Hard	n/a	Post	See postal rates
Yes	Soft	n/a	n/a	Free
No	Hard	Yes	Collection	€15
No	Hard	Yes	Post	€15 + See postal rates
No	Soft	Yes	n/a	€10
No	Hard	No	Collection	€25
No	Hard	No	Post	€25 + See postal rates
No	Soft	No	n/a	€20

Registered Postal Rates (Effective Jan 2020)

Destination	Rate
Ireland	€12.50
Rest of World	€20

Effective January 2020