

## **How to request an Education Verification from the Defense Language Institute Foreign Language Center**

### **THE FOLLOWING ITEMS ARE REQUIRED TO COMPLETE YOUR REQUEST.**

**Failure to submit all requested information will result in the inability for DLIFLC to respond to your request.**

1. A **hand signed release** from the student. Electronic or font types signatures will not be accepted. If we have any doubts of the validity of the signature we will request a new signed release.
  
2. The **FULL Social Security Number** of the student. We will not process requests with partial or missing SSNs. Date of birth is not needed. *Privacy Act Statement: This information is solicited by authority of Title 10, USC 3012 and Executive Order 9397. SSN Is used as the personal identifier in locating the student's record. Personal Information provided will be used to properly respond to requests. Failure to provide this information will result in the inability of DLIFLC to fulfill the request.*
  
3. Full name of student. Include other last names, if any.
  
4. Mailing address where transcript is to be mailed. NOTE: All requests from DLIFLC are sent **ONLY** by US Mail. We require a mailing address where you would like the transcript sent. We will not send by email or fax.
  
4. Attached forms: If you require an attached form, please include this with your request.

### **HOW TO SUBMIT YOUR EDUCATION VERIFICATION REQUEST.**

You may only submit requests via US Mail or electronically through the AMRDEC SAFE website. Faxed requests are not accepted. We will not provide verifications over the phone.

Please submit the request through ONE of the options below. Do not submit the same request via both options.

**To send via US Mail**, please send to (allow 7-10 days for us to receive your request):

DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
ATTN: ATFL-ASD-DA (REGISTRAR OFFICE)  
597 LAWTON ROAD BLDG 634 ROOM 4  
PRESIDIO OF MONTEREY CA 93944

**To send electronically**, please send through the AMRDEC site as instructed below:

Note: You do NOT need a .mil, .gov or .edu email to use this AMRDEC site. It is a free Federal Government secure website. *Should you receive a notice the site is unsecure, please try using another browser.*

**Using AMRDEC SAFE:**

1. The AMRDEC SAFE application can be accessed via <https://safe.amrdec.army.mil/safe>.
2. Proceed as a Non-CAC User/Guest. No user accounts are created.
3. The page will be redirected to the package upload form.

Fill in all the required input fields:

**Personal Information:**

- a. Your Name
- b. Your Email address
- c. Confirm Your Email Address

**File Information:**

- d. File(s) - Click the "Browse" button to select your file(s). Files may be Word documents, PDF or JPG files. You may add up to 25 files per package, so long as the total file size does not exceed 2GB.
- e. Click "Privacy Act Data"
- f. Deletion Date: Do nothing. The default is two weeks (14 days) from today;
- g. Description of File(s): Enter "education verification"

**Recipient Information:**

- h. Provide our email address and click add: [transcripts@dliflc.nps.navy.mil](mailto:transcripts@dliflc.nps.navy.mil).

**Email Settings:**

- i. Select: Encrypt email message when possible.
- j. Select: Notify me when files are downloaded. (optional)
- k. Select: FOUO
- l. From the drop down menu select: Protected by Privacy Act
- m. Select: Upload
- n. Select: I Agree (if you agree with the SAFE usage policy). Selecting Disagree and your request will not be sent.

**IMPORTANT: YOUR FILES HAVE NOT BEEN SENT.**

You will receive a notification that your files were successfully uploaded; however, your files can not be download by us until you verify the email that was sent to your email address. Please check your email for further instructions. Simply clicking the link within your email will not send the package to us.

**Note:** If you encounter any issues while using SAFE, please try using the AMRDEC SAFE Help Center to find your answer.

**Please allow 1-3 weeks for us to process your request once received.**