NPOST Duplicate Copy Instructions

Please find below the Instructions to successfully receive a duplicate copy of your NPOST results:

1. Requestor must completely fill out the SLCC Release of Information form (don’t forget to sign and date it). Or come in in-person with a government-issued photo I.D.

2. Come in in-person to pay at the SOUTH CITY Cashier’s Office ONLY:
   a) Duplicate NPOST results
   b) Or submit a $10.00 check or money order along with the release of information form to: SLCC School of Applied Technology Assessment, ATTN: Rosie Koehler, 1575 S. State Street, Salt Lake City, UT 84115

3. Personally turn in the completed Student Release of Information form along with proof of payment and receive duplicate copies.

**ONCE WE HAVE PROOF OF PAYMENT AND THE COMPLETED FORM MENTIONED ABOVE, WE WILL MAIL THE REQUESTED DOCUMENTATION OR YOU CAN PICK IT UP AT 1575 S. STATE STREET, SLC – Room W291.**

**DON’T FORGET TO BRING A GOVERNMENT-ISSUED PHOTO ID VALID AND IN GOOD CONDITION.**

Please note, that Test information CANNOT be transmitted via phone or fax!