



# MarymountManhattan

## Third Party/Agent Authorization Form

### Instructions:

- 1) Complete **Student Information** and **Authorization** sections below
- 2) Attach a scanned copy of your photo id for verification – The copy must be legible
- 3) Third party/agent must bring this form and valid photo id

Student ID No.

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Last

MI

First

Email Address:

Phone Number:

### Authorization

I, \_\_\_\_\_, authorize

\_\_\_\_\_  
Name of the third party/agent

#### To do the following :

- |  |   |
|--|---|
| <input type="checkbox"/> Order and/or Pick up my MMC transcript. | <input type="checkbox"/> Pick up my diploma packet          |
| <input type="checkbox"/> Pick up my education verification       | <input type="checkbox"/> Other document(s): Please specify: |

\_\_\_\_\_

### Third Party/Agent

- Bring a copy of the Third Party/Authorization form – signed by the requestor
- Bring a valid photo id (driver's license, passport, government issued id, etc)

Third Party/Agent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Processed By: \_\_\_\_\_ Date : \_\_\_\_\_