



# FILE COPY REQUEST FORM

Students may request copies of the information in their Marymount University file at a cost of \$1 per page.

Requests will be completed within 3-5 business days for current students and 7-10 business days for alumni/former students due to storage facility shipment time.

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

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Former/Maiden Name: \_\_\_\_\_

ID # or SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Attendance/Graduation Year: \_\_\_\_\_

Name of Documents Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DELIVERY METHOD:**

Email: \_\_\_\_\_  
Attention

\_\_\_\_\_ Email Address

Fax: \_\_\_\_\_  
Attention

\_\_\_\_\_ Fax Number

Mail: \_\_\_\_\_  
Attention

\_\_\_\_\_ Address

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

In-Person Pick-up. Students must bring with them a government issued ID or MU ID card.

By signing this request, I authorize Marymount University to produce a copy of documents requested, verifying the information requested above. By choosing to have my certification faxed or emailed, I understand that confidential information may not be transmitted securely and I agree to release the Office of the Registrar from any and all liability.

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

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

For Office Use Only	
Initials	
Date	

Revised 11/21/19

Office of the Registrar  
2807 North Glebe Road  
Arlington, VA 22207

Phone: (703) 284-1520  
Fax: (703) 516-4505  
registrar@marymount.edu



## CREDIT CARD PAYMENT FORM

Payment Amount Authorized (For Office Use Only – A staff member will contact you to confirm the amount):

\$ \_\_\_\_\_ Total cost for file copies (\$1 per page)

Payment Information:

Name on card: \_\_\_\_\_

Billing Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Type:  VISA  MasterCard  American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 digit security code (back of the card), if using American Express this is the 4 digit code on the front of the card: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_