

Name:			
	Last Name	First Name	Middle Name

Date of Birth:	Month:		Day:		Year:		File Number:	
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**INSTRUCTIONS**

If you want FCCPT to use your FedEx account to send request letters, fax this form to FCCPT at 703-684-8715. You must fill out a separate form for each institution you want FCCPT to send letters to via FedEx.

**Country:** \_\_\_\_\_

**Institution Name:** \_\_\_\_\_

**Contact / Name of Recipient:** \_\_\_\_\_  
*(Registrar/Principal/Licensing Authority)*

**Institution Address:** \_\_\_\_\_  
*Address Line 1*

\_\_\_\_\_ *Address Line 2*

\_\_\_\_\_ *City* *State/Province (if applicable)* *Zip/Postal Code*

**Institution Phone Number:** \_\_\_\_\_

**FedEx Account No.:** \_\_\_\_\_ **FedEx Account Active Until:** \_\_\_\_\_  
*(MM/DD/YYYY)*

**TERMS AND CONDITIONS**

**Submission of this form is an acknowledgement that you understand and agree to the following terms:**

1. This form grants FCCPT authority to use your FedEx account to create a shipping label for the sole purpose of the New York Credentials Verification process. To avoid delay in your service, if the FedEx number is found to be inactive, FCCPT will send our request letter via standard USPS mail and you will be notified. FCCPT will not contact FedEx on your behalf to verify the authenticity or active status of your FedEx account
2. If FedEx mistakenly invoices FCCPT for your package, FCCPT will contact FedEx to apply the charges to your account. If your account can't be billed, FCCPT will charge you a \$105 service fee to pay the invoice.
3. You must call FedEx prior to submitting this form to FCCPT, and make sure FedEx will deliver to the area of your institution. If FCCPT cannot successfully create a FedEx shipment label due to an invalid address, or indication that FedEx does not deliver to the area of your institution, FCCPT will send your request letter via standard USPS mail and you will be notified.
  - a. If we send a request letter via FedEx, and FedEx does not deliver to the address you have provided, you will be responsible for any fines that FedEx charges.

**THIS INFORMATION WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE**

I, \_\_\_\_\_, hereby authorize FCCPT to send my request letters  
*(Printed Name)*

to the institution named above, via FedEx using the above FedEx account number. I attest that I have been authorized to use the FedEx account number provided, the account is in good standing, and I have contacted FedEx and verified that they deliver to the area of my institution.

**Applicant Signature:** \_\_\_\_\_

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