### Verification Request Form

- Students may pay in-person by cash, check or credit card with photo identification. Any requests received via fax, mail, or email, with credit card information will be shredded and not processed.
- **We no longer accept faxed, emailed, or mailed credit card payments.** Credit cards can only be used in-person with photo identification. No exceptions.
- Students paying by mail must submit a personal check, cashiers check, or money order with their verification request, except for non-fee verification requests (see below).
- Only non-fee verification requests can be submitted via email, or fax.
- Students must satisfy all financial obligations to the College prior to submitting a verification request.

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**NOTE:** Verifications of enrollment will not be processed prior to the first day of the semester. Please allow 7 working days for processing your request. The student is responsible for providing a correct, legible mailing address. Palomar College does not retain copies of verifications of enrollment. Verifications not picked up within 30 days are destroyed.

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### Current Semester

<table>
<thead>
<tr>
<th>Last Name</th>
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Address

City, State, Zip

Palomar ID

SSN

Telephone

Birth Date

Semester Year

Expected Graduation Date

*Mail to Name* (Write “Pick-up” for pick-up orders)

Mail to Street Address

Mail to City, State, Zip

**Office Use Only**

- Non-Fee Requests
  - Federal Deferment
  - Non-Enrollment
  - Financial Aid Verification
  - Financial Needs Analysis (FAFSA/Dream Act App must be on file)

- Fee Requests
  - EDD
  - Verify Semester Units/GPA
  - Verify Cumulative Units/GPA
  - Military ID
    - USA
    - USN
    - USMC
    - USAF
    - USCG
  - Pick-up
  - Pick-up
  - Mail
    - Student
    - Other
  - Nursing Student

**Cost:**

- Basic Fee: \$5/each
- RUSH Fee (48 Hours): \$10/each
- FAX Service: \$13/each

Mail: Records Office
1140 W. Mission Road
San Marcos, CA 92069
Fax: 760-744-2932 Email: records@palomar.edu

Revised 3/2016