



Student Not Present

This form may be completed when the student is not present with a WSCC employee. This form must be on file at the bookstore before books can be shipped.

**Identity and Authorization to Mail Textbooks
using financial aid
(To Be Signed with Notary)**

If the student is unable to appear in person at Wallace State Community College's main campus or off-site campus to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID that is acknowledged in the notary statement below, such as, but not limited to, a driver's license, other state issued ID, or passport,) and
- (b) The original notarized Authorization to Mail Textbooks form provided below, and
- (c) A copy of the class schedule, including preference of new or used books.

This form can be faxed to (256) 352-8101, emailed to bookstore@wallacestate.edu, or mailed to P.O. Box 2000, Attn: Bookstore, Hanceville, AL 35077

This form must be on file at the bookstore before books can be mailed each semester.

Authorization to Mail Textbooks

I certify that I _____ am the individual signing this
(Print Student's Name Clearly)

Authorization to Mail Textbooks and that the federal student financial assistance I may receive can be used to purchase and ship textbooks to the address listed in my student admissions file.

(Student's Signature) (Date) (Address)

(Student's ID Number)

(Phone)

Notary's Certificate of Acknowledgment

State _____ of
City/County _____ of

On _____, before me, _____,
(Date)

Personally appeared, _____, and provided to me
(Printed name of signer)

on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____
(Date)