

Washington Metropolitan Area Transit Commission

Request for Photocopies, Certifications and/or Certificates

WMATC PHOTOCOPYING AND CERTIFICATION POLICY

1. WMATC will copy documents on a time-available basis.
2. Complete your name, telephone number, carrier number (if applicable), company and address.
3. Identify the material you want copied, certification(s) and/or certificate(s) you are requesting.
4. Payment in advance is required.
5. **DO-IT-YOURSELF COPYING IS NOT PERMITTED.**
6. Only a carrier or its authorized representative may request a Certificate of Authority/Good Standing.

CHARGES:

Photocopies	\$ 0.25 each side
WMATC certification of a copy	\$ 2.00 each plus photocopy charges
Mailing	\$ 1.00 plus estimated postage expense
Certificate of Good Standing.	\$ 5.00
Reissue an original duplicate of a valid Certificate of Authority.	\$10.00
Minimum for later billing.	\$ 5.00

Name: _____

Telephone: _____ (Representative for) Carrier No. _____

Company: _____

Address: _____

Issue a CERTIFICATE OF GOOD STANDING for Carrier No. _____

Reissue an original duplicate of valid CERTIFICATE OF AUTHORITY No. _____
Certificates will be mailed to the address indicated above, unless otherwise specified below.

Photocopy Request
Describe material to be copied and/or other specifications: _____ Check for Certification(s)
@ \$2.00 each

Signature _____

WMATC USE ONLY

Number of Copies: _____ @ \$0.25 for each side	=	\$ _____
Number of Certification(s): _____ @ \$2.00 each	=	\$ _____
Number of Certificate(s) of Good Standing: _____ @ \$5.00 each	=	\$ _____
Number of Certificate(s) of Authority: ___ @ \$10.00 each	=	\$ _____
Postage (estimated) plus \$1.00	=	\$ _____
<input type="checkbox"/> TOTAL TO BE PAID IN ADVANCE		\$ _____

PLEASE PAY FROM THIS INVOICE.