



## TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

AT THE UNIVERSITY OF NORTH TEXAS

1155 Union Circle #305067, Denton, Texas 76203-5017

940-565-3488 | [municlerks@unt.edu](mailto:municlerks@unt.edu) | [municlerks.unt.edu](http://municlerks.unt.edu)

### GRADUATION PROCESSING FORM

*If you are preparing to graduate from the Texas Municipal Clerks Certification Program or Recertification Program, please purchase your Graduation Processing Fee and submit this form.*

NAME	TITLE
CITY OF/BUSINESS	MAILING ADDRESS
EMAIL	CITY, STATE, ZIP CODE
(____) _____ Ext. _____ TELEPHONE	

Do you plan to attend the Graduation Luncheon in January?  Yes  No

Please make payment of your **\$20.00 graduation processing fee** either:

via **credit card in our [online store](#)** (and submit this form via [email](#) or fax [940-565-2012]), or

by **mailing in check or money order with this form:**

TMCCP  
1155 Union Circle #305067  
Denton, Texas 76203

*The TMCCP graduation processing fee pays for the administrative costs associated with time and effort necessary to coordinate the logistics and record-keeping of graduates and those recertifying. Also included in this cost are fees associated with the graduation ceremony, and the graduation certificates and the new graduation pins that participants will receive at the ceremony (a graduate that cannot attend the ceremony will receive the certificate and pin via mail).*