

UCC CERTIFICATE ORDER FORM

Mail, Fax or E-Mail this Certificate Order form to:

UCC Resources
Attn: Brian Furry
700 Prospect Ave. 4th floor
Cleveland, OH 44115

(216) 736-3784
(216) 736-2206 (fax)
866-822-8224 Ext. 3784 (toll free)
e-mail: furryb@ucc.org

CUSTOM CERTIFICATES ORDERS:

1. **Indicate setting (if any) for certificate:**

- Certificates ordered with FOLDER(s), \$14.00 ea. Maroon w/Gold UCC Logo 8.5x11 Present. folder(s) ONLY, \$4.00 ea.
 Certificates ordered with PLAQUE(s), \$25.00 ea. 11.5x14 WALNUT PLAQUE(s) ONLY (w/hardware), \$25.00 ea.
 Certificate(s) ONLY (no folder or plaque), \$10.00 ea.

2. **Indicate type of Certificate (8.5x11 on parchment w/ UCC logo):**

- ** UCR01 Ordination ** UCR10A Ordained Ministerial Standing (for transfer of standing, lost ordination certificate, name change)
 ** UCR05 Licensure (one-year renewable) Ordination date _____
 ** UCR09 Commissioning By which Assn/Conf _____
 ** UCR11 Ordained Ministerial Partner Standing ** UCR10B Ordained Ministerial Standing (via privilege of call)
From which denomination _____
Ordination date _____

*** Signed by the UCC General Minister & President and the Ministerial Excellence, Support and Authorization Team Leader.*

- UCR02 Retirement UCR13 Anniversary (Congregation)
 UCR03 Anniversary (Licensure) UCR18 Anniversary (Commissioning)
 UCR04 Anniversary (Ordination) UCR14 Appreciation
 UCR06 Anniversary (Church Bldg) UCR15 Pastor Emeritus/a (male/female)
 UCR07 Installation UCR16 Licensure Emeritus/a (male/female)
 UCR08 Privilege of Call (one-year renewable) UCR17 Custom (provide exact wording) ADDITIONAL \$8.00 EA.:
 UCR12 Reception of Local Church UCC

3. **Supply information to appear on certificate (all that apply):**

- Name on Certificate _____ Male Female
Name of Church _____
City _____ State _____
Association _____ Conference _____
Date of Anniversary/Ordination/Presentation as applicable _____
Anniversary (number of years) _____
Any other relevant information _____

4. **Indicate below title of individual to sign your Certificate:**

- Conference Minister Association Minister
 Associate Conference Minister For the Association
 Moderator of the Conference Moderator of the Association
 Acting Conference Minister For the Conference Acting as an Association
 Other Signature _____

NON-CUSTOM CERTIFICATES ORDERS:

5. **The 13 items below come TEN (10) per PACKET, NO customization. Order by NUMBER OF PACKETS OF 10:**

\$6.00/PACKET OF 10:

- UCR103, 8x11 New Certificate Member in Discernment
 UCR107, 8.5x11 Transfer Ordained Ministerial Standing

\$10.00/PACKET OF 10:

- UCR108 (wallet size) Member in Discernment ID cards
 UCR110 (wallet size) Ordained Minister/Partner Standing ID cards
 UCR111 (wallet size) Licensed Minister ID cards
 UCR112 (wallet size) Commissioned Minister ID cards

6. Contact Information (in case of questions):

Name of person placing order _____

Contact information _____

Association/Conference Title _____

NEED BY DATE: _____

7. Ship To Address:

Please check one: Residential Business

Name _____

Address _____

City _____ State _____ Zip _____

Conference _____ Association _____

Telephone (including area code) _____ e-mail _____ Date _____

8. Bill To Address (if different):

Name _____

Address _____

City _____ State _____ Zip _____

Conference _____ Association _____

Telephone (including area code) _____ e-mail _____ Date _____

PAYMENT POLICY: Due to the scheduling and prioritizing of incoming work, certificate orders received less than two (2) weeks prior to the "need by date" **WILL BE CHARGED an additional \$25 RUSH FEE.**

SHIPPING/PROCESSING CHART:

\$00.00 – \$20.00 = \$5.00
\$20.01 – \$50.00 = \$10.00
\$50.00 + = \$15.00

AMOUNT DUE

Order Total \$ _____

Shipping/Processing \$ _____

GRAND TOTAL \$ _____

Send check, made payable to "UCCR" to:

UCCR
Attn: CERT
700 Prospect Ave 4th floor
Cleveland, OH 44115