

To Be Signed in the Presence of a Notary

If the student is unable to appear in person at Longwood University to verify their identity, the student must provide the following:

- a) A copy of an unexpired valid government-issued photo identification such as, but not limited to, a driver's license, other state-issued photo identification, or U.S. passport that is acknowledged in the notary statement or that is presented to a notary; **and**
- b) An original notarized certification of the student's identity as provided below; **and**
- c) The student must mail the original notarized statement and a photocopy of the identification to the Office of Financial Aid.

Certification of Identity

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

document and that I have presented to the below Notary Public my government issued identification to verify my identity for purposes of Title IV aid eligibility. I understand that falsification of this document and misrepresentation of my identity may be a criminal offense and could lead to fines, imprisonment, or both.

Student Signature: _____ Date: _____

Student ID Number: _____

Notary's Certificate of Acknowledgment

State of _____ City/County of _____

On _____ before me, _____
(Date) _____ (Notary's Name)

personally appeared, _____ and provided to me on basis of
(Printed name of student)

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 & Reg.#)

My commission expires: _____

Federal financial aid guidelines require the Financial Aid Office to collect and maintain this documentation as part of your file. The original documents must be mailed after notarization with a copy of the identification used (fax not permitted).

Online Notaries are not accepted
Electronic copies of this document are not accepted.