



**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

\_\_\_\_\_  
(Notary Signature & Reg.# )

(seal)

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.**