

2024-2025 Identity Verification Worksheet

Your application was selected for a review process called “Verification”. As part of this process, you are required to submit this verification of your identity and sign a statement of your educational purpose. This form must be completed in-person at our office and cannot be completed electronically.

1. Complete this form in Person:

When you visit the SFS office, you will speak with an available SFS staff person at the front desk and complete your Identity Verification form with that person.

When you visit the office, bring the following documentation:

- A. An unexpired, valid government-issued photo ID such as a driver’s license, other state-issued ID, or passport.

2. If you cannot submit in Person:

A. Complete this form in the presence of a Notary. When you visit the Notary, bring your identity documents and a blank copy of this form:

- A valid government-issued photo ID such as a driver’s license, other state-issued ID, or passport.
- A blank copy of your “2024-2025 Identity Verification” form.

Once completed, you must submit a copy of the photo ID presented and your form by mail or in person to Student Financial Services. SFS cannot accept the notarized form and copy of ID electronically.

B. Complete this form via video call with a SFS financial aid specialist.

- Contact your assigned [FA Specialist](#) to make a video appointment.
- Make sure you have a valid government-issued photo ID such as a driver’s license, other state-issued ID, or passport.
- Show your identity document to the financial aid specialist during the video call



Student Financial Services

P 206-281-2061 or 800-737-8826 (toll free)

E sfs-forms@spu.edu F 206-281-2835

3307 Third Avenue West, Suite 114, Seattle, Washington 98119

SPU.EDU/SFS

2024 - 2025 Identity Verification Worksheet

*Your FAFSA has been selected by the Federal Student Aid processor for a review process called verification. Financial Aid program regulations (34 CFR, Part 668) require schools to check the accuracy of information provided on a selected 2024-25 FAFSA and send to the Federal Student Aid processor any necessary corrections identified in the verification process. **Your current aid offer is not final, and all need-based student aid cannot be disbursed until verification has been completed.***

STUDENT NAME: _____

SPU ID: _____

IDENTITY VERIFICATION (To be Presented in person at SPU)

Students must appear in person at Seattle Pacific University, Student Financial Services to verify their identity by presenting an **unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.** The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

Student Signature

Date

Email

SFS Staff: Please make a copy of the identity document and annotate it with the date and your name and signature. Sign and date this form indicating that you witnessed the completion of the form and the student's signature.

SFS Staff Signature

Date

If you cannot complete the above form in person, please see the reverse side of this form.

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

IDENTITY VERIFICATION (To be Presented to a Notary Public)

Students unable to appear in person at Seattle Pacific University's Student Financial Services Office to verify their identity, must present their identity document to a notary and provide to SFS:

- A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or U.S. passport.
- The Identity Verification form with the Notary's Certificate of Acknowledgement

6. NOTARY'S CERTIFICATE OF ACKNOWLEDGMENT (Complete notarization if not in person at SPU)

State of _____

City/County of _____

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

_____, and proved to me on a basis of satisfactory evidence of identification
(Printed name of signer)

_____ to be the above-named person who signed the foregoing instrument.
(Type of Government-issued photo ID provided)

WITNESS my hand and official seal

(Seal)

(Notary Signature)

My commission expires on _____
(Date)

IDENTITY VERIFICATION (To be presented via Video Call)

Students unable to appear in person at Seattle Pacific University's Student Financial Services Office to verify their identity may make a video appointment with their Financial Aid Specialist and present:

- A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or U.S. passport.

SFS Staff: Please screenshot a copy of the identity document and annotate it with the date and your name and signature.

SFS Staff Signature

Date