
2026-2027 Identity Verification Worksheet

STUDENT INFORMATION

Student Last Name: _____ Student's M.I.: _____

Student First Name: _____ Student ID #: _____

Student's Street Address (include apt. no.):

_____ Apt/Unit _____

City: _____ State: _____ Zip Code: _____

Student's Primary Phone Number: _____

STUDENT IDENTITY VERIFICATION (IN PERSON)

The student must appear in person at the Student Financial Services office located in Cooke Hall, 472 Western Highway, Orangeburg, NY 10962 to verify his/her identity by presenting valid, unexpired 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 with the date it was received and reviewed and the name of the institutionally authorized individual to collect the student's ID.

STUDENT IDENTITY VERIFICATION (VIDEO)

If you are unable to appear in person to present an unexpired, valid, government-issued photo identification, you have the option of appearing on a video call to present the identification listed above to an institutionally authorized official that will review the documentation. The video will require that you have legible details of your identification, and the FAA will take screenshots to verify your identity. The video must be clear, and you must appear in the video along with your unexpired government issued identification.

STUDENT CERTIFICATION

You must sign this form with your original ink signature, in the presence of a Student Financial Service Administrator or a Notary.

By signing below, I certify that all reported information on this form is complete and correct.

Print Student's Name: _____

Student's Signature: _____ Today's Date: _____

IDENTITY VERIFICATION USING A NOTARY

If you are unable to appear in person at the office of Student Financial Services on campus at Cooke Hall, you must present your unexpired, valid government-issued photo identification (ID) to a notary and have the notary complete in the section below.

- You must submit a copy of the ID presented to the notary and this Identity Verification Worksheet.
- You must sign this form with your original ink signature. We cannot accept scanned, emailed, or faxed signatures.

NOTARY’S CERTIFICATE OF ACKNOWLEDGEMENT

On the _____ day of _____ in the year _____, before me, the undersigned notary public, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Signature: _____

My commission expires on: _____

(Please Place Notary Seal)

WARNING: If you purposely give false or misleading information, you may be fined, sentenced to jail, or both

Student Financial Service Office Use Only
<input type="checkbox"/> I certify that the student signed this form in my presence with a government issued unexpired ID
<input type="checkbox"/> Student appeared on a video with legible details on ID
<input type="checkbox"/> Student provided Notarized Document with Copies of ID
Staff Initials: _____