

NAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_

There are several ways an institution may verify a student's identity. To complete V4 or V5 identity verification in person at Andrews University, a student must present an unexpired, valid, government-issued photo identification such as a U.S. passport, a driver's license, or other state-issued ID. In addition, the student must sign this verification of identity in the presence of the institutional official.

If the student is unable to appear in person at Andrews University to verify his or her identity, the student must provide a copy of the unexpired valid government-issued photo identification (ID), such as but not limited to a U.S. passport, a driver's license, or other state-issued ID; and either appear on a video call with institutional personnel, or sign this form in the presence of a notary public.

If this form is signed in the presence of a notary public, the student must then mail the original notarized Verification of Identity (to be signed only in the presence of a notary public) provided below along with a copy of the front and back of the unexpired valid government-issued photo identification (ID) to the following address (we cannot accept scanned or faxed copies):

Student Financial Services  
4150 Administration Drive  
Berrien Springs, MI 49104-0750

**Check the box that applies below:**

- ☐ The student appeared in person and presented acceptable identification to an institutionally authorized individual.
- ☐ The student was unable to appear in person and appeared on a video call with institutional personnel and presented the acceptable identification to an institutionally authorized individual.
- ☐ The student was unable to appear in person and provided the institution with a copy of the acceptable identification presented to a notary and a signed notary statement. **Complete page 2 of this form.**
- ☐ The student was verified by a service provider that is compliant with National Institute of Standards and Technology Identity Assurance Level 2 (NIST IAL2). The institution received acceptable documentation directly from the service provider confirming the date of the verification and that the student's identity was verified under the NIST IAL2 standard.
- ☐ The student is a confined or incarcerated individual and was verified by an authorized official at the correctional facility where the individual is confined or incarcerated.

**CERTIFICATION AND SIGNATURE:**

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct. (Warning: if you purposely give false or misleading information, you may be fined, sent to prison, or both).

☒ Student's signature \_\_\_\_\_

Date \_\_\_\_\_

☒ SFS staff signature \_\_\_\_\_

Date \_\_\_\_\_

☒ SFS printed name \_\_\_\_\_

☒ Type of ID \_\_\_\_\_

☐ Photo ID verified and copied.

NAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_

If unable to sign in person at SFS.

**NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(date) (notary's name)

\_\_\_\_\_, and proved to me on basis of satisfactory evidence of identification  
(printed name of signer)

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
(Type of unexpired valid government-issued photo ID provided)

WITNESS my hand and official seal: \_\_\_\_\_ My commission expires on \_\_\_\_\_  
(notary signature) (date)

SEAL



**CERTIFICATION AND SIGNATURE:**

The person signing below certifies that all of the verification documents submitted with this certification are complete and correct. (Warning: if you purposely give false or misleading information, you may be fined, sent to prison, or both).

☒ Student's signature \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT FAX OR SCAN. MAIL THE ORIGINAL VERIFICATION OF IDENTITY ALONG WITH A COPY OF THE FRONT AND BACK OF YOUR VALID GOVERNMENT-ISSUED ID TO THE FOLLOWING ADDRESS:**

**STUDENT FINANCIAL SERVICES  
4150 ADMINISTRATION DRIVE  
BERRIEN SPRINGS, MI 49104-0750**