



SUNY Potsdam Financial Aid
 44 Pierrepoint Avenue, Potsdam, NY 13676
 (315) 267-2943 - finaid@potsdam.edu

Verification of Identity

Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Potsdam ID
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Home and Cell Phone

Verification of Identity (To Be Signed at the SUNY Potsdam Financial Aid office)

The student **must appear** in person at SUNY Potsdam to verify his or her 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.

For Official Use Only

Unexpired valid government-issued photo ID presented to and copied by:

(name) _____ (date) _____

Student's Information

Student's Last Name _____

Student's First Name _____

Student's M.I. _____

Student's Potsdam ID _____

**Identity Verification
(To Be Signed in the Presence of a Notary)**

Alternatively, if the student is unable to appear in person at SUNY Potsdam to verify their identity, the student must provide to SUNY Potsdam:

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 passport. **This copy of the ID must also be notarized by the notary signing this statement.**

All documents must be signed with ink (no electronic signatures) and mailed to SUNY Potsdam.

Notary's Certificate of Acknowledgement
Notary's certification may vary by State

State of _____

City/County of _____

On (date) _____, before me (Notary name), _____

personally appeared, _____, and proved to me
Printed name of signer

on the basis of satisfactory evidence of identification _____
Type of unexpired 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

My commission expires on _____

Date

SUNY POTSDAM WILL NOT ACCEPT ELECTRONIC COPIES OF THIS DOCUMENT. PLEASE MAIL TO:

SUNY Potsdam Financial Aid
44 Pierrepont Ave, Potsdam, NY 13676