# Identity Verification Form 2026-2027

Complete the form as instructed below. The original Identity/Statement of Educational Purpose form and copy of a government issued ID, as described below, must be mailed to or dropped off at the Office of Student Financial Aid and Scholarships or at a regional campus Student Services Office. Photocopies or faxes of this form will not be accepted.

**Student Name** _____ **Student PID (Pxxxxxxxxx)** _____

**Students who are able to appear in person** to verify their identity can visit the **Athens** campus Office of Student Financial Aid and Scholarships located in Chubb Hall room 020 or one of the **Regional** campus Student Service Centers.

Students must 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. You MAY NOT use a military ID. Ohio University will maintain a copy of the student's photo ID that is annotated by an authorized Ohio University staff member with the date the original ID was reviewed and photocopied, and the name of the authorized staff member who reviewed the student's ID.

Do not sign this document until you are in the presence of an authorized Ohio University staff member or notary.

**If completed at a regional campus**, mail this original completed form and a copy of the annotated photo ID to address below.

**Written Student Signature** (Electronic Signature Not Accepted) _____ **Date** _____

**Ohio University Staff Name** (printed) _____ **Ohio University Staff Signature** _____ **Date** _____

**Students who are unable to appear in person** to verify their identity, **must** sign this form **in the presence of a notary public** and **mail in this original notarized worksheet** along with the following documentation: A copy of the unexpired valid government-issued photo identification (ID) that is presented to a notary and acknowledged in the notary statement below. Acceptable forms of ID include, but are not limited to, a valid driver's license, a state-issued ID, or a passport. You MOY NOT use a military ID. **Mail this original notarized form and a copy of the photo ID used with the Notary to the address below. Online, foreign, or electronic notaries are NOT permitted. This form, if notarized, must be notarized in person. Electronic signatures are NOT accepted.**

## Notary's Certificate of Acknowledgment

State of _____ City/County of _____

On _____, before me, _____,
(Notary's name)

the above-named person _____ personally appeared, and provided to me on
(Printed name of student)

basis of 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.**

(Seal)

My commission expires on _____ _____
(Date) (Notary signature)

Office of Student Financial Aid and Scholarships
Chubb Hall 020
1 Ohio University Drive
Athens, OH 45701-2979

DO NOT SEND THIS COMPLETED FORM BY EMAIL OR UPLOAD. THIS DOCUMENT MUST BE MAILED OR DELIVERED DIRECTLY TO THE OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS

Questions?
financial.aid.verification@ohio.edu
Phone: (740) 593-4141
Fax: (740) 593-4140