



## 2025-2026 V4 - Identity Verification Form

Your 2025–2026 Free Application for Federal Student Aid (FAFSA) was selected for verification. Federal Regulations require that we verify the information that is reported on your Free Application for Federal Student Aid (FAFSA) before any offers can be made. You must complete and sign this worksheet, attach any required documents, submit the form and other required documents to the financial aid office at your school. Your school may ask for additional information.

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Last Name

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First Name

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Student ID

You have four options to complete this requirement

1. Submit this completed (section 1) form in person, along with an unexpired, valid, government-issued photo identification, to the financial aid office.
2. You may complete this form (section 2) in the presence of an authorized Notary along with your unexpired, valid, government-issued photo identification. The notary will then need to complete the Notary's section of this form. You must then mail the original of this to the financial aid office.
3. The student may schedule a Zoom (section 3 with live camera) meeting with an authorized financial aid representative, where you **must present** your unexpired, valid, government-issued photo identification. Contact your financial aid office to schedule a meeting if you choose this option.
4. Students who are confined or incarcerated must have their identity verified by a responsible official at the facility where the student is confined or incarcerated

Note: regardless of which option you choose, we reserve the right to ask for additional documentation if the documents presented are not sufficient.

Military IDs are not a valid form of ID for this purpose because we cannot make a copy of the ID under Title 18, Section 701 of the U.S. Code

### How will you be completing this requirement:

- In person (Complete Section 1)
- Virtual Zoom Meeting (Complete Section 2)
  - Please note that during the school's virtual video meeting, a photo of your unexpired, valid, government-issued photo identification will be taken. Attending a virtual Zoom, you consent to being photographed and understand that the images are for documentation purposes.
- Notary (Complete Section 3)
- Confined or Incarcerated (Complete Section 4)

### Must submit valid photo ID at the time of submission

Cañada College (650) 306-3307, College of CSM (650) 574-6147, Skyline (650) 738-4236

Important – Please use black or blue ink if completing by hand.

This document will be scanned into your financial aid file

## Section 1 (In Person)

### 1. To be signed at the Institution

The Student must appear in person at \_\_\_\_\_ to  
(Name of Postsecondary Educational Institution)

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.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

## Section 2 (Virtual Zoom Meeting)

### 1. To be scheduled with the Institution

The student scheduled a video call with \_\_\_\_\_ to  
(Name of School Financial Aid Official)

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 scanned copy (electronic) 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's Signature)

\_\_\_\_\_  
(Date)

### FOR OFFICE USE ONLY

Student presented one of the following:

☐ State Driver's License or Identification Card

☐ U.S. Passport

☐ Other: \_\_\_\_\_

Received by: \_\_\_\_\_

(Financial Aid Administrator's Printed Name) (Financial Aid Administrator's Signature)

Date Received: \_\_\_\_\_

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## Section 3 (Notary)

To be signed in the presence of a Notary

If the student is unable to appear in person at \_\_\_\_\_  
(Name of Postsecondary Educational Institution)

To verify his or her identity, the student must provide to the institution 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

\_\_\_\_\_  
(Student's Signature) (Date)

### Notary's Certificate of Acknowledgement

(Original Notary's Certificate of Acknowledgement must be submitted; no copies or electronic submissions will be accepted)

State of \_\_\_\_\_

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

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary's Name)

personally appeared, \_\_\_\_\_, and proved to me on basis of  
(printed name of signer)

satisfactory evidence of identification \_\_\_\_\_  
(type of unexpired, valid, 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)

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## Section 4 (Confined or Incarcerated)

The student's identity must be verified by a responsible official at the facility where the student is confined or incarcerated. By signing this document, the authorized responsible facility official is confirming the student's identity. In this instance, an institution must retain as documentation an electronic or paper confirmation of the student's identity verification, the responsible individual at the facility, and the name of the institutional authorized representative who performed the verification.

I \_\_\_\_\_ an authorized representative at:  
Print Name – Authorized Official

\_\_\_\_\_ performed the identity verification for  
Print Name of Facility

\_\_\_\_\_ on \_\_\_\_\_  
Print Student's Name Date

\_\_\_\_\_ Telephone Number  
Authorized Official Signature

Reviewed by: \_\_\_\_\_

(Financial Aid Administrator's Printed Name) (Financial Aid Administrator's Signature)

Date Received: \_\_\_\_\_

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