



# Identity Requirement Instructions Notary Version, Page 1

## Office of Student Financial Services

**Location:** Wooster Hall, Rm 124

**Phone:** (845) 257-3250

**Fax:** (845) 257-3568

## Requirement Instructions

You have been required by the federal government to verify your identity. If you are unable to appear in person at SUNY New Paltz to verify your identity, you may complete the process by presenting your ID to a Notary Public and sending the completed original notarized form to Student Financial Services. You will need to attach a copy of your **unexpired** valid government-issued photo identification. Acceptable forms of ID include driver's license, non-driver's identification card, other State-issued identification, or U.S. passport. No aid can be awarded until this process is complete.

Electronic submission of this form is **not** permitted. Please mail this completed original notarized form and a copy of the government issued photo ID to the Office of Student Financial Services.

Remember to include a copy of your photo ID when mailing this form to our office at:

SUNY New Paltz,

Student Financial Services,

200 Hawk Drive, New Paltz, NY 12561.



# Identity Requirement Instructions Notary Version, Page 2

## Student Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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## Notary's Certificate of Acknowledgement

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

On (date) \_\_\_\_\_, before me, (Notary's name) \_\_\_\_\_, personally appeared (*printed name of signer*), \_\_\_\_\_, and proved to me because 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 (*Notary signature*): \_\_\_\_\_

My commission expires on \_\_\_\_\_.