

W&M FINANCIAL AID

2025 - 2026 Identity Verification Worksheet

Name:

W&M Student ID #:

The student must appear in person at **William & Mary** 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. US military identification documents are not allowed to be photocopied and submitted for this process. If appearing with documents in person, William & Mary will maintain a copy of the student's photo ID that is annotated by William & Mary 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. **In addition, you must sign, in the presence of the institutional official (or Notary if unable to appear in person), the statement below. Please note that the use of an on-line/virtual or non-US notary is not an allowable option.**

Statement of Identity

Must be completed by the student in the presence of a W&M Financial Aid Official or with a Notary

I certify that I _____ am the individual signing this document and that my
(Printed name of student)

Identification document _____ is not expired and is a true and
(Type of Identity Document provided for Verification)

actual documentation and representation of my person.

Student ID Number: _____

Notary's Certificate of Acknowledgement

Must be completed by a Notary

If the student is unable to appear in person at **William & Mary** to verify their identity, the student must provide to the institution.

(a) 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; **and**

(b) The original Statement of Identity provide above, which must be completed in the physical presence of the notary and notarized below. If notary provides a separate page, it must be clear that it was the 2025 - 2026 Identity Verification Worksheet that was notarized

State of _____ City/County of _____

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

personally appeared, _____, and provided to me a true, original copy of
(Printed name of signer)

an unexpired valid government issued identification document as indicated above.

WITNESS my hand and official seal:

(Notary signature)

My commission expires on _____
(Date)

This document must be mailed or completed in person (we cannot accept faxed, emailed or uploaded copies).

USPS Address: W&M Financial Aid, P.O. Box 8795, Williamsburg VA 23187-9795.

If you need assistance or clarification regarding this form contact our office at 757-221-2420 or finaid@wm.edu.