

Forms may be **presented in person** at 1Capen (North Campus) or 1Diefendorf (South Campus) with appropriate identification for verification (see *Instructions* below).

Notarized copies must be mailed to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260.

All documents require your legal name. Digital copies not accepted.

First Name: _____ Last Name: _____ Person Number: _____

Instructions

Verify your identity in person at the University at Buffalo Financial Aid Office by presenting valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued ID, or passport. Original identification documents must be presented. **A photocopy will be taken by the financial aid representative.**

If extenuating circumstances (e.g. a student who is not a local resident) prevent you from completing this form in the presence of a financial aid representative, a notary may be used.

Student Certification – Please *handwrite* your signature. Typed signatures cannot be accepted.

I certify that I, _____, am the individual signing this form.
(Print Student Name)

Student Signature (*cannot be typed*): _____ Date: _____

Indicate document type presented by student:

- State Issued ID
- Driver's License
- Photocopy of ID Attached
- Passport
- Other: _____

Financial Aid Representative: _____ Date: _____
(You must also sign the photocopy.)

Notary's Certification of Acknowledgement (If NOT appearing in person at UB Financial Aid Office)

Attach a legible photocopy of the front and back of the ID presented in the notary statement below. The notary must annotate the copy of the ID in addition to filling out this section and adding the notary seal.

State of _____ City/County of _____

On _____, before me, _____ personally appeared,
(Date) (Notary's Name)

_____, and provided to me on basis of satisfactory evidence of identification
(Printed Name of Student)

_____ to be the above-named person who signed the foregoing instrument.
(Type of Govt-Issued Photo ID Presented)

WITNESS my hand and official seal
(seal)

Notary Signature: _____

My commission expires on: _____