**Missouri State** | OFFICE *of* STUDENT FINANCIAL AID

| **2025-2026 Identity Verification** |
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Your FAFSA has been selected by the U.S. Department of Education for verification of identity.

To satisfy this requirement you must complete verification of your identity by one of the following methods:

1. Appearing in person at Missouri State University's Office of Student Financial Aid and presenting an unexpired, valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or U.S. passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the student's M#, 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; or

**If the institution determines that an applicant is unable to appear in person, the applicant may:**

2. Appear on a video call with institutional personnel and present the acceptable identification (see above) to an institutionally authorized individual. The video call option will require the institution to maintain a copy of the ID documentation that includes the date it was presented and the name of the authorized representative that reviewed and approved the documentation. This can be accomplished through a screenshot of the video call that has legible details of the acceptable identification. To schedule a Zoom call, visit: https://www.missouristate.edu/FinancialAid/schedule-a-meeting.htm; or

3. Provide the institution with a copy of an acceptable identification (see above) presented to a notary and acknowledged in a signed notary statement. Please complete page 2.

The following **are not sufficient** for identity verification:

- An ID issued by a state university or college.
- A military ID (18 U.S. Code § 701 prohibits it from being photocopied).

# Missouri State | OFFICE of STUDENT FINANCIAL AID

| **2025-2026 Identity Verification** (NOTARY FORM) |
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_____     _____     M_____

*Student's Last Name*                                    *Student's First Name*                               *BearPass #*

Only complete this form if you (the student) are unable to appear in person at Missouri State University's Office of Student Financial Aid to verify your identity. If using this form, you must provide:

1. A copy of the unexpired, valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to, a driver's license, other state-issued ID, or U.S. passport; and
2. The original notary statement below with the notary's original "wet" signature or stamped signature, along with the notary stamp.

These items must be delivered to the financial aid office at the same time and **cannot** be emailed, faxed, uploaded, or otherwise delivered electronically. Documents should be mailed to:

<div align="center">

Missouri State University
Office of Student Financial Aid
Carrington Hall, Room 101
901 S National Ave
Springfield, MO 65897

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| **Notary's Certificate of Acknowledgement** |
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State of _____, City/County of _____

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

personally appeared, _____, and proved to me
                                     (Printed name of student)

because of satisfactory evidence of identification _____
                                            (Type of unexpired government-issued photo ID provided)

to be the above-named person.

**WITNESS MY HAND AND OFFICIAL SEAL**
              (seal)                           _____
                                                  (Notary signature)

                                    My commission expires on _____