



Name: _____

ID: H _____

2026-2027 Identity Verification Worksheet

Option 1: The student must appear in person at Herkimer County Community College 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 a 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.

For Financial Aid Office use only:	
Reviewed by: _____	Date: _____

Option 2: If the student is unable to appear in person at Herkimer County Community College 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 a passport.

Notary’s Certificate of Acknowledgement

State of _____

City/County of _____

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

personally appeared, _____, and provided to me
(Printed name of signer)

on basis of satisfactory evidence of identification _____
(Type of 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)