



# 26/27 PROOF OF IDENTITY FORM

VERIFY YOUR IDENTITY

Last Name

First Name

M.I.

Student ID

Email address

## COMPLETE THIS SECTION IF YOU ARE ABLE TO VISIT OUR OFFICE IN PERSON

The student must appear in person at the Danville Area Community College Financial Aid Office to verify the student's 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 (see below for instructions if you cannot visit our office in person). The institution will maintain a copy of the ID that is annotated by our institution with the date it was received and reviewed, and the name of the official at our institution authorized to receive and review the student's ID.

### OFFICE USE ONLY

(Date, Stamp, & Initial)

## ONLY COMPLETE THIS SECTION IF YOU ARE UNABLE TO VISIT OUR OFFICE IN PERSON

### OPTION 1:

You may appear on a video call to present an unexpired, valid, government-issued photo identification to an institutionally authorized individual who will review the identification. During the call, a financial aid advisor must take a snapshot of your ID. If you would like to set up a video call, please call our office at (217)443-8891 or email [finaid@dacc.edu](mailto:finaid@dacc.edu).

### OPTION 2:

**IF COMPLETED WITH A NOTARY, THIS ORIGINAL DOCUMENT MUST BE MAILED TO THE DACC FINANCIAL AID OFFICE AT THE ADDRESS ABOVE.** If the student is unable to appear in person at Danville Area Community College to verify the student's identity, the student must provide to the institution:

- **A copy of an unexpired valid government-issued photo identification**, such as, but not limited to, a driver's license, non-driver's identification card, other State-issued identification, or U.S. passport that is acknowledged in a notary statement or that is presented to a notary

### NOTARY CERTIFICATE OF ACKNOWLEDGEMENT

*(Notary signature/seal required if the student is not providing information in person. Notaries can often be found at local banks, credit unions, insurance agencies, or shipping stores. Certification may vary by state)*

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

On \_\_\_\_\_, before me, \_\_\_\_\_  
*Date* *Notary's name*

Personally appeared, \_\_\_\_\_ and proved to me  
*Printed name of signer*

on the basis 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 \_\_\_\_\_  
*Date*

(SEAL)

### OFFICE USE ONLY

- In Person     NIST IAL2 institution     Notary     Video call