# Identity Verification Notary Certification

| Student's Last Name | Student's First Name | MI | ID Number |
|---|---|---|---|
| | | | |

| Student's Email Address | Student's Phone Number | Student's Date of Birth |
|---|---|---|
| | | |

If the student is unable to appear in person at Montclair State University to verify his or her identity, the student must appear in person in front of a notary and provide to the institution:

a. Identity Verification Notary Certification - must be completed in person with a notary; and
b. A copy of the valid, unexpired, government-issued photo identification (ID) that is acknowledged in the notary certification below, or that is presented in person to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport (Military IDs are not acceptable due to limitations on making copies).

**Instruction to notary:** If the notary certification uses a separate form, it must include a description of the valid, unexpired, government-issued photo ID presented in person to the notary.

I,_____, appeared in person before a notary and presented my valid, unexpired,
(Printed name of student)

government-issued photo identification (ID).

_____ _____
(Signature of student) (Date)

**Notary's Certificate of Knowledge**

State of _____ City/County of _____ On _____

before me, _____ personally appeared, _____,
(Notary's Name) (Printed name of student)

and proved to me because of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

to be the above-named person.

**WITNESS my hand and official seal** _____ _____
(Notary Signature) (Date Commission Expires)

**(Seal)**

Return this original form with a copy of your valid, unexpired, government-issued photo identification (ID) acknowledged in the notary certification by mail to the following address:
Montclair State University
Attn: Financial Aid
1 Normal Ave
Montclair, NJ 07043

**The use of online notary services is not permitted and will not be accepted.**