

## IDENTITY VERIFICATION FORM

### Student Information

Last Name	First Name	M.I.	NTC Student ID
Address (include apt. no.)	E-mail Address		Date of Birth
City	State	Phone Number (include area code)	

### SECTION A: CAN YOU APPEAR IN PERSON? YES.

The student must appear in person at Northcentral Technical College to verify their 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. NTC will maintain a copy of the student's **photo ID** that is annotated by NTC FAO with the date it was received and reviewed, and the name of the NTC official authorized to receive and review the student's ID.

In addition, **the student must sign, in the presence of a Financial Aid Office staff member or institutional official**, the Statement of Educational Purpose provided below.

IDENTITY VERIFICATION FORM (To Be Signed at Northcentral Technical College)	For Office Use Only
<p>I certify that I</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Print student's Name</p> <p>am the individual signing this. By signing this form, I certify that all of the information reported on it is complete and correct.</p> <p style="text-align: center;">_____</p> <p>Student Signature <span style="float: right;">Date</span></p>	<p><input type="checkbox"/> Check this box if a copy of the student's ID was collected and is attached.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Print NTC Staff Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">NTC Staff Signature</p> <p>Date: _____</p>

If you appear in person at Northcentral Technical College to verify your identity and to sign the Statement of Educational Purpose, **STOP** here, you do not need to complete section B of this form.

### Attention:

If you are unable to appear in person at Northcentral Technical College to verify your identity and to sign the statement of educational purpose, please see the next page and complete section B of this form.

**SECTION B: CAN YOU APPEAR IN PERSON? NO.**

**IDENTITY VERIFICATION FORM**

SECTION B of the form **cannot** be scanned or faxed.

If the student is unable to appear in person at Northcentral Technical College to verify his or her identity, the student must provide to the institution:

- A. A **Photocopy 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 passport (Note: an NTC student ID is not a valid form of ID); AND

**IDENTITY VERIFICATION FORM  
(To Be Signed in the Presence of a Notary)**

I certify that I \_\_\_\_\_  
Print Student's Name

am the individual signing this. By signing this form, I certify that all of the information reported on it is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**NOTARY CERTIFICATE OF ACKNOWLEDGMENT**

*Notary Seal*

*(Notary signature/seal required if 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 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 name-named person who signed this foregoing instrument.

WITNESS my hand and official seal

\_\_\_\_\_ My commission expires on \_\_\_\_\_  
Notary signature Date

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

**SECTION C: CAN YOU APPEAR IN PERSON? NO.**

**IDENTITY VERIFICATION FORM**

SECTION C of the form **cannot** be scanned or faxed.

If the student is unable to appear in person at Northcentral Technical College to verify his or her identity, the student must provide to the institution:

**A. Virtual Zoom Meeting**

**IDENTITY VERIFICATION FORM**

1. To be scheduled with the Institution (Please call NTC Financial Aid 715-803-1647)

The student scheduled a video call with \_\_\_\_\_ to  
(Name of School Financial Aid Official)

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 passport. The institution will maintain a scanned copy (electronic) 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. Must submit valid photo ID at the time of zoom meeting.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Student presented one of the following:  State Driver's License or Identification Card  
 U.S. Passport  
 Other: \_\_\_\_\_

Received by: \_\_\_\_\_  
(Financial Aid Administrator's Printed Name) (Financial Aid Administrator's Signature)

Date Received: \_\_\_\_\_

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