



Saint Martin's
Student ID #: _____

000
Example: 000123456

Student Last Name First Name M.I.

2026-2027 Identity Verification Form

Option 1

Use this option if you can visit us in person at the following location.

**Office of Financial Aid, Old Main 250
5000 Abbey Way SE
Lacey, WA 98503**

The student **MUST appear in person** to the Saint Martin's Office of Financial Aid to verify their identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport (military ID is not an acceptable form of identification).

The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

Financial Aid Certificate of Acknowledgement

The valid government-issued documentation below was presented in person and reviewed by the Office of Financial Aid staff member below.

Driver's License United States Passport State Identification Card Other: _____

I certify that the documentation above is a true and accurate representation of the student's government-issued identification and was verified in person.

Financial Aid Staff Signature

Date

Office of Financial Aid Use Only:
Scanned to Jbod: _____
Processed by: _____
Global Comments in PFAIDS: _____

Option 2

Use this option if you are unable to appear in person at Saint Martin's University to verify your identity.

The student **MUST** work with a Notary Public Official to verify their identity on behalf of Saint Martin's Financial Aid Staff by presenting valid government-issued photo identification (ID) via secure drop box, such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the Notary Public Official who collected the student's ID.

***The ORIGINAL NOTORIZED form along with a copy of your government-issued photo ID must be mailed to:**

**Office of Financial Aid, Old Main 250
5000 Abbey Way SE
Lacey, WA 98503**

Notary's Certificate of Acknowledgement

The valid government-issued documentation below was presented in person and reviewed by the notary public official member below.

Driver's License United States Passport State Identification Card Other: _____

State of _____

City/County of _____

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

personally appeared, _____, and provided to me the above
(Student's name)

satisfactory evidence of the above identification and is determined to be the above-named person.

(Seal)

Notary Signature _____

My commission expires on _____
(Date)

Office of Financial Aid Use Only:

Scanned to Jbod: _____

Processed by: _____

Global Comments in PFAIDS: _____