STEP 1 – STUDENT INFORMATION

Student Last Name	*Student First Name*	*Student ID Number*

STEP 2 – IDENTITY DOCUMENTATION REVIEW

What method did the student utilize to provide their unexpired valid government-issued photo identification?

- ◯ Original unexpired valid government-issued photo identification (ID) presented **in-person**
- ◯ Original unexpired valid government-issued photo identification (ID) presented **through live video**
- ◯ Unexpired valid government-issued photo identification (ID) **acknowledged by notary**

STEP 3 – ATTESTATION REVIEW

The following has been affixed in a legible fashion to the electronic and/or photocopied unexpired valid government issued photo identification presented by the student in-person or through live video for the purpose of identity verification:

The first and last name of the authorized individual that viewed the original unexpired valid government-issued photo identification (ID) presented by the student.

The month, date and year that the authorized individual viewed the original unexpired valid government-issued photo identification (ID) presented by the student.

Not Applicable; the student provided their unexpired valid government-issued photo identification (ID) as acknowledged by a notary.

STEP 4 – CERTIFICATION

By signing this worksheet, I certify all the information reported is complete and correct:

Staff Signature	*Staff Signature Date*

Staff First and Last Name
(printed)