

**STEP 1 – STUDENT INFORMATION**

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Student Last Name

Student First Name

Student ID Number  
(C000000000)

**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:

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Staff Signature

Staff Signature Date

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Staff First and Last Name  
(printed)