



VERIFICATION OF IDENTITY 2025-2026

To move forward with processing your 2526 FAFSA and finalizing your 2526 Financial Aid package, our office must verify your identity. According to the U.S. Department of Education regulations, you must complete one of the following options:

STUDENT NAME: _____	
DATE OF BIRTH: _____	STUDENT ID: B00 _____

Option 1: You may appear in person and present **acceptable identification** to a Concordia University Texas (CTX) faculty or staff member to be copied, dated, and signed by the approved CTX faculty/staff member. For this purpose, “acceptable identification” refers to a **valid unexpired government-issued photo ID**, which is one that is issued by the U.S. government, any of the 50 states, the District of Columbia, Puerto Rico, a federally recognized American Indian and Alaska Native Tribe, American Samoa, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federal States of Micronesia, or the Republic of Palau. For a list of acceptable and unacceptable documents, please refer to the next page.

Option 2: You may be verified by an entity that is compliant with the National Institute of Standards and Technology Identity Assurance Level 2 (NIST IAL2). To satisfy your verification requirement with the school, CTX must receive documentation directly from the entity confirming that your identity was verified under the NIST IAL2 standard and the date of the verification.

If CTX determines that you are unable to appear in person, you may:

- 1) provide CTX with a **copy of a valid government-issued photo identification** and the Notary’s Certificate of Acknowledgement (see third page) witnessing you have presented acceptable identification. Once the Notary’s Certificate of Acknowledgement is complete, **send the original document** to Student Financial Services at the address below, OR
- 2) Appear on a video call with a designated CTX faculty or staff member and present the **acceptable identification** to them. If this option is used, you must also provide the CTX faculty or staff member with a copy of your identification document to be signed and dated by them.

I certify that I, _____, have read the above options and requirements and have presented acceptable identification to the school for 2526 Title IV verification purposes.

_____ Student’s Signature	_____ Date
<i>Electronic and typed signatures are not acceptable.</i>	

Please contact your Admissions Counselor or Student Central with any questions.

Student Financial Services
11400 Concordia University Drive
Austin, TX 78726-4141

Student Central Phone: 1.512.313.4700
Student Financial Services Fax: 1.512.313.1670
Email: financialaid@concordia.edu



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Please see the information below for examples of acceptable and unacceptable documentation for purposes of Title IV verification.

Acceptable Documents: A valid, unexpired U.S. government-issued photo identification (photo ID) can include, **but is not limited to**, the following:

- ☐ U.S. Passport (book or card)
- ☐ Driver's license
- ☐ Non-driver's identification card
- ☐ Other state-issued ID
- ☐ Global Entry Card
- ☐ Permanent Resident Card or Resident Alien Card (I-551)
- ☐ Certificate of Naturalization if it contains a recognizable photo
- ☐ Inmate ID issued by a correctional facility, as long as they are still confined or incarcerated
- ☐ State-issued voter ID, even if it does not have an expiration date

Unacceptable Documents:

- ☐ Government-issued photo IDs from a foreign country
- ☐ Military IDs and Common Access Cards (due to the general prohibition on photocopying military IDs)
- ☐ Temporary Driver's Licenses
- ☐ Student IDs (not even those issued by state schools)
- ☐ Supplemental Nutrition Assistance Program IDs (SNAP IDs) with or without a picture as they should not be photocopied

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VERIFICATION OF IDENTITY 2026-2027

Notary's Certificate of Acknowledgement

(This document must be submitted with a copy of the valid government issued photo named below)

State of _____

City/County of _____

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

personally appeared, _____, and provided to me on
(Printed name of student)

basis of satisfactory evidence of identification _____
(Type of unexpired U.S. federal government or U.S. state government issued photo ID provided by student)

to be the above-named person.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____
(Date)

Please Note: Per the Federal Student Aid Handbook, "the Department [of Education] does not authorize the use of online notary services as an alternative to traditional, in-person notary services." Forms submitted using online notary services will not be accepted.