2027-2028 CUSTOM VERIFICATION (V4, V5)

Federal Student Aid Programs

You have been selected for verification by the Department of Education, and your school is required to verify your identity. Your school must review the requested information under the financial aid program rules (CFR Title 34, Part 668).

Table 1

****** Please choose ONE of the following options to verify your identity ******
If you choose Option A, the Office of Financial Aid will provide the form when you arrive.
If you choose Option B, you will need to print the Option B form to present to your notary of choice.

Option A: Identity Verification with Tennessee Tech's Financial Aid Office

The student must appear in person at Tennessee Technological University to 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 copy 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.**

Steps:

1. Locate your valid ID (as specified above).
2. Bring your ID to the Financial Aid Office at Tennessee Tech:
   1000 N Dixie Ave, COOKEVILLE, TN 38505 - Jere Whitson Building, Room 301
3. The Financial Aid Administrator will make a copy of your ID, sign and date the copy, and write your T# **on the ID copy**.
4. This form will be given to the appropriate processor for processing. Monitor your Eagle Online for updates.

Option B: Identity Verification with a Notary

The student must appear in front of an official notary to 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 copy of the student's photo ID that is annotated by the notary with the date it was received and reviewed, the notarized stamp, and the name of the notary authorized to receive and review the student's ID.**

Steps:

1. Locate your valid ID (as specified above) and print the Option B form.
2. Bring your ID to an official notary.
3. The notary will make a copy of your ID by placing your ID in the ID box below and completing the remaining sections of the form on **the copy with your ID**.
4. The notary will sign and date **the copy**, notarize **the copy** with their stamp. *(This should all be completed on the copy of the student's ID.)*
5. We will need the original copy of the **notarized** ID page. We cannot accept a faxed, duplicate copy, or digital copy of this page. Please mail NOTARIZED COPY to:
   Tennessee Tech FINANCIAL AID, Campus BOX 5076, COOKEVILLE, TN 38505
6. This form will be given to the appropriate processor for processing. Monitor your Eagle Online for updates.

Option A:

Identity Verification with Tennessee Tech's Financial Aid Office

The student must appear in person at Tennessee Technological University to 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 copy 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.**

Steps:

1. Locate your valid ID (as specified above).
2. Bring your ID to the Financial Aid Office at Tennessee Tech:
   1000 N Dixie Ave, COOKEVILLE, TN 38505 - Jere Whitson Building, Room 301
3. The Financial Aid Administrator will make a copy of your ID, sign and date the copy, and write your T# **on the ID copy**.
4. This form will be given to the appropriate processor for processing. Monitor your Eagle Online for updates.

↓ **Financial Aid Office Use Only** ↓

Once the Financial Aid representative has verified the student's identity, please place the ID in the space below and copy the ID on a photocopier:	**Only complete the following portion on the copy that includes the student's ID:** **Student's T#:** _____ **Financial Aid representative signature:** _____ **Date:** _____ / _____ / _____

Table 2

Option B:

Identity Verification with a Notary

The student must appear in front of an official notary to 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 copy of the student's photo ID that is annotated by the notary with the date it was received and reviewed, the notarized stamp, and the name of the notary authorized to receive and review the student's ID.**

Steps:

1. Locate your valid ID (as specified above) and print the Option B form.
2. Bring your ID to an official notary.
3. The notary will make a copy of your ID by placing your ID in the ID box below and completing the remaining sections of the form on **the copy with your ID**.
4. The notary will sign and date **the copy**, notarize **the copy** with their stamp. *(This should all be completed on the copy of the student's ID.)*
5. We will need the original copy of the **notarized** ID page. We cannot accept a faxed, duplicate copy, or digital copy of this page. Please mail NOTARIZED COPY to:
   Tennessee Tech FINANCIAL AID, Campus BOX 5076, COOKEVILLE, TN 38505
6. This form will be given to the appropriate processor for processing. Monitor your Eagle Online for updates.

↓ **Student to Complete** ↓

Student First Name: _____ Student Last Name: _____ T#_____

↓ **Notary to Complete** ↓

Once the notary has verified the student's identity, please place the ID in the space below and copy the ID on a photocopier:	**Only complete the following portion on the copy that includes the student's ID:** **Notary first and last name:** _____ **Notary signature:** _____ **Notary Phone Number:** **(** _____ **)** - _____ - _____ **Date:** _____ / _____ / _____ **Notary Stamp:**

Table 3