

2025-2026 Identity Verification

The U.S. Department of Education has selected your Free Application for Federal Student Aid (FAFSA) for review in a process called verification. To proceed with your application, you must verify your identity. **Select ONE of the options below to verify your identity.**

- ☐ **Option 1** – Appear in person at Northwest University
- ☐ **Option 2** – Appear in person over a video call
- ☐ **Option 3** – Appear in person before a Notary Public

Student Information

Last Name: _____ First Name: _____ NU Student ID: _____

Option 1 – Appear in Person at Northwest University

Visit Student Financial Services at Northwest University to verify your identity by presenting an **unexpired valid government-issued photo identification**, such as, but not limited to, a driver's license, other state-issued identification, or passport. A Student Financial Services employee will review and obtain a copy of your identification documentation that includes the date it was presented.

To **appear in person** to present your unexpired valid identification documentation, visit Student Financial Services located on the Northwest University campus in Kirkland, WA on the second floor of the Barton Building at **11220 NE 53rd St. Kirkland, WA 98033**.

Option 2 – Appear in Person Over a Video Call

If you are **unable to appear in person** at Northwest University to verify your identity, you have the option of **appearing on a video call with Student Financial Services** to present an **unexpired valid government-issued photo identification**, such as, but not limited to, a driver's license, other state-issued identification, or passport, to a Student Financial Services employee. The Student Financial Services employee will review and obtain a copy of your identification documentation that includes the date it was presented. This will be accomplished through a screenshot of the video call that has legible details of the identification.

To request and **schedule a video call** to present your unexpired valid identification documentation, **contact Student Financial Services** at studentfinancialservices@northwestu.edu or 425.889.5210.

Option 3 – Appear in Person Before a Notary Public

If you are **unable to appear in person or over video call**, you must verify your identity by presenting your **unexpired valid government-issued photo identification**, such as, but not limited to a driver's license, other state-issued identification, or passport, **in the presence of a Notary Public**. To do this, you must complete the "Student Attestation" section on Page 2 and the identification documentation presented must be acknowledged by the Notary in the "Notary's Certificate of Acknowledgment" section on Page 2.

Once Page 2 has been signed and completed by you and the Notary, **you must mail this form along with a copy of the notarized government-issued photo identification using the U.S. Postal Service** (or some other hardcopy delivery method) to **Student Financial Services at P.O. Box 579, Kirkland, WA 98083-0579**. Northwest University must maintain the hardcopy with the original wet signature in your student file. An emailed or faxed copy is not acceptable for verifying identity.

To utilize this option, the "Student Attestation" and "Notary's Certificate of Acknowledgment" must be signed and completed on Page 2.



Student Attestation

Certification of True, Exact, and Complete Original Documents:

"By signing below, I certify that the government-issued photo identification document(s) provided to the Notary (as listed below) are the true, exact, and complete original document(s) issued to me."

Government-Issued Photo ID Document(s) Provided _____

Student Signature _____ **Date Signed** _____
(required)

– Must include student's hand-written signature –

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

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

_____ personally appeared and proved to me, on the basis of satisfactory evidence
(Printed name of signer; student's full name)

of identification, _____, to be the above-named person who signed the
(Type of valid government-issued photo identification provided)

foregoing instrument (the **"Student Attestation"** above).

WITNESS my hand & official seal:
(Place Seal Below)

(Notary signature)

My commission expires on _____
(Date)

