

2026-2027 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 appear in person to verify your identity** (see options below).

- Option 1** – Appear in person at Northwest University (Kirkland campus)
- 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 (Kirkland campus)

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

(must complete and submit Page 2)

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.



www.eagle.northwestu.edu



425-889-5210



studentfinancialservices@northwestu.edu

Additional Information Required for Option 3

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)

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

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)



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