

Citizenship Documentation (Instructions)

Instructions for Postsecondary Institutions

Students should appear in person at the school at the institution and present an original of the required Citizenship verification documentation (as per the FSA Handbook, Volume 1, Chapter 2). You must maintain an annotated copy of that documentation that includes the date it was received and the name of the person your school authorized to receive it.

A student who is unable to appear at the school must:

- 1) Sign and submit the certifying statement in the presence of a Notary
- 2) Submit a copy of his ID and the required Citizenship verification documentation (as per the FSA Handbook, Volume 1, Chapter 2)

Please send the annotated copies of all documentation (ID and Citizenship documentation) along with this form to the VFAO, so that we may resolve the citizenship comment on the ISIR. (This should be uploaded via the VFAO tracking Fulfillment link, emailed or faxed, since you must retain the

Citizenship Documentation Verification

I certify that I (*Print student's name*) _____ am the individual signing this statement and I am providing a copy of my documents along with a copy of a valid government issued photo identification card bearing my portrait (or likeness) **(ID required only for those who cannot appear in person at the institution)**.

I certify that the attached documents and government issued photo identification are the true, exact, and complete copies of the originals issued to me.

I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documents I have provided.

Student's Signature

Date

Student's SSN

Check one box:

- Passport
 Certificate of Naturalization/ Certificate of Citizenship
 Birth Certificate
 Other: _____

For those that cannot appear in person at the institution:

- A valid, unexpired, government-issued photo ID _____ (state the ID type)

This portion to be completed by school and submitted to VFAO if student is appearing **in person**:

Verification by School Official (for students who appear in person at the institution)

Name of school official

Title of school official

Name of Institution

I verify that the above listed student has appeared before me in person and has presented an original of the above documentation of their eligibility for Title IV aid, as discussed in the Federal Student Aid Handbook, Volume 1, Chapter 2.

Furthermore, I have an annotated copy of this documentation which includes the date it was received and the name of the person at this institution that was authorized to receive it. A copy of this document has been submitted to the VFAO.

Signature of Official

Date

Verification by Notary Public (Only to be used if student is unable to appear in person at the Institution)

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

_____ personally appeared.

(Printed name of student)

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on _____ (Date)