



Office of Student Financial Services
350 Spelman Lane, SW - Box 771
Atlanta, GA 30314
www.spelman.edu
(404) 270-5222

2026-2027 V4 Identity Worksheet

Last Name

First Name

Spelman ID

Identity Verification - (To Be Signed at the Institution)

The student must appear in person at Spelman College to verify her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution must maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

Identity verified and received (SPELMAN STAFF ONLY) _____

Staff Signature

Date Received

If you are unable to submit this form in person, please have the section below notarized and submit it along with your ID to our office via US Mail.

Identity Verification - (To Be Signed with Notary)

Based on not being able to submit in person, you must appear in front of a notary and provide a copy of your valid government-issued photo identification (ID) that is acknowledged in the following notary statement, such as but not limited to a driver's license, other state-issued ID, or passport.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____
Date *Notary's Name*

Personally appeared, _____, and provided to me
Printed Name of Signer

On basis of satisfactory evidence of identification _____
Type of government-issued photo ID provided

To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
Notary Signature

My commission expires on _____
Date

CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature

Date