

Austin Peay State University
Verification of Identity
Option 1: In Person
2025-2026

The student must appear in person at Austin Peay State 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.

OFFICE STAFF USE ONLY: ID VERIFICATION

Student Name: _____ A#: _____ Date: _____

I have:

- ☐ Annotated the ID with:
 - ☐ The date it was received and reviewed
 - ☐ The name of the authorized official collecting the student's ID
- ☐ I stamped the document with the 'Copied from Original Document' stamp.

Valid Government-Issued Photo ID Used to Verify Identity

____ Driver's License
____ U.S. Passport
____ Other Government/State Issued ID _____ (DO NOT COPY MILITARY ID)
(Type of Issued ID)

Verified By (Print)

Signature

Austin Peay State University
Verification of Identity
Option 2: Notary
2025-2026

If the student is unable to appear in person at Austin Peay State University to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, 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 proved to me
(Printed name of signer)

on the 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
(seal)

(Notary Signature)

My commission expires on _____
(Date)

The form and documentation **MUST** be mailed or presented in person in our office. We **cannot** accept faxed or emailed copies.

Austin Peay State University * Office of Student Financial Aid * P.O. Box 4546 * Clarksville, TN 37044
Telephone (931) 221-7907