



IDENTITY VERIFICATION (V4) WORKSHEET

2026-2027

Federal Student Aid Programs

The U. S. Department of Education's Central Processing System (CPS), has selected you, the student, to complete the following and submit documentation. This is a federal requirement under the Code of Federal Regulations (34CFR).

What you must do:

- Before signing the Identity Verification section of this form, the student must sign in the presence of a UAPB Financial Aid official (if in person) or certified Notary (if not in person); or a schedule an appointment for a video call on (Microsoft Teams) to present your identification.

A. STUDENT INFORMATION

Student Name	UAPB SID#
UAPB Email	Phone Number (Include area code)

B. IDENTITY VERIFICATION

STOP HERE- READ THE FOLLOWING INSTRUCTIONS CAREFULLY



- TO BE SIGNED AT THE INSTITUTION:** The student must **appear in person** at the University of Arkansas at Pine Bluff 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.
OR
- TO BE SIGNED IN THE PRESENCE OF A NOTARY:** If the student is unable to appear in person at the University of Arkansas at Pine Bluff 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.
OR
- IF YOU ARE UNABLE TO APPEAR IN PERSON TO PRESENT YOUR IDENTIFICATION:** You can submit the Identity Verification V4 Worksheet along with an unexpired, valid, government-issued photo identification to a Student Financial Services authorized individual via video call on (Microsoft Teams). Virtual Appointments can be made online at

FOR OFFICE USE ONLY:

(ONLY IF THE STUDENT IS UNABLE TO APPEAR IN PERSON TO PRESENT THEIR IDENTIFICATION)

Valid-Government Issued ID Presented (Name): _____ ID Expiration Date: _____

Financial Aid Administrator Signature: _____ Todays' Date: _____

Notary's Certificate of Acknowledgement

State of _____ city/county of _____ on _____ Date: _____

before me, _____ personally appeared, _____

Notary's Name:

Printed Name of Signer

and proved to me because of satisfactory evidence of identification _____ to be the above-named person who signed the foregoing instrument.
Type of unexpired government-issued photo ID provided

WITNESS my hand and official seal

Notary Signature

SEAL

Date Commission Expires

Print your Name and Student ID Number on ALL Documents ■ Return this form with all documents attached, by mail, fax or in person (unless notarized, the Identity must be submitted in person) to:

Student Financial Services ■ 1200 N. University Drive, Mail Slot 4985 ■ Pine Bluff, AR 71601
Office: (870) 575-8302 ■ Fax: (870) 575- 4622 ■ Email: finaid@uapb.edu