LMU | Lincoln Memorial University
HARROGATE, TENNESSEE

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2027-2028 V4 Verification Worksheet
Verification of Identity

Instructions: Read this worksheet thoroughly and answer all questions. Your LMU school ID number can be found in MyLMU > select the "Account" icon in the top right corner > "My Profile."

Option 1- Presented In-Person at the Institution: The student must appear in person at Lincoln Memorial University (Office of Student Financial Services) to verify their 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 U.S. passport. The institution will maintain a copy of the student's photo ID, annotated by the institution with the date it was received and reviewed, as well as the name of the official authorized to receive and review the student's ID.

Option 2 – Presented in the Presence of a Notary: If the student is unable to appear in person at Lincoln Memorial University to verify their identity, the student must provide the following:

a) A copy of an unexpired, valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or U.S. passport that is acknowledged in the notary statement provided below. If the notary statement appears on a separate page, there must be a clear indication of the document notarized; **and**
b) The student **must mail the original notarized statement and photocopy of the ID** to the Office of Student Financial Services.

Student Information

Student Name	**Date of Birth**	**LMU School ID Number**	**Phone** (include area code)

Address	**City**	**State**	**Zip**

Notary Certificate of Acknowledgment (OPTION 2 - If unable to appear in person)

(Notary signature/seal required if the student is not providing information in person. Notaries can often be found at local banks, credit unions, insurance agencies, or shipping stores. Certification may vary by state.)

State of: _____ City/County of: _____

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

personally appeared, _____, and proved to me
(Printed Name of Signer)
because of satisfactory evidence of identification _____
(Type of unexpired government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.
WITNESS my hand and official seal

_____My commission expires on_____
(Notary Signature) (Date)

Notary Seal

Office Use Only

Official's Name: _____ Official's Signature: _____ Date:_____

☐The student appeared in person and the ID has been annotated with my name and the date it was received and reviewed.
☐The student selected option 2 and the notarized statement and ID have been reviewed.