

2025-2026

Identity Verification Form

Student Full Name _____ SSN or Viterbo ID # _____

(Please Print)

The student has three options for providing documentation of identity – “In Person” (A), “By Mail” (B), or “By Video Conference Call” (C). This form may NOT be faxed or emailed and must be presented/submitted along with acceptable documentation.

A. “In Person” Verification:

The student must appear in person at the Viterbo University Financial Aid Office (Murphy Center – Room 218) and present an original, unexpired, valid government-issued photo ID, such as a driver’s license, other state-issued ID, or passport. The Financial Aid Office will make a copy of the ID for the student’s financial aid record, witness the student signature in Section D of this form, and complete Section F.

B. “By Mail” Verification:

The student must present a Notary Public with an original, valid government-issued photo ID (acceptable variations identified in Section A). The Notary will witness the student’s signature in Section D and complete Section E. Student will mail this completed form, along with a copy of the government-issued ID witnessed by the Notary, to the Viterbo University Financial Aid Office.

C. “By Video Conference Call” (e.g. Zoom or Microsoft Teams):

Student may schedule a Zoom or Teams call with someone from the Viterbo Financial Aid Office (FAO) and present the acceptable identification to the FAO Team Member. The video call option will require the institution to maintain a copy (electronic or hardcopy) of the identification document that includes the date it was presented and the name of the authorized representative that reviewed and approved the documentation. This can be accomplished through a screenshot of the video call that has legible details of the identity document.

D. Student Signature_____
Student’s Signature_____
Date



E. NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT (To be completed by Notary Public ONLY)

State of _____

City/County of _____

On _____, before me, _____

(Date)

(Notary's name)

personally appeared, _____

(Printed Name of Student)

and provided to me 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

(Notary signature)

My commission expires on (Date) _____ (seal)

F. FINANCIAL AID OFFICE CERTIFICATE OF ACKNOWLEDGEMENT (To be completed by Viterbo* ONLY):

Type of Government-Issued Photo ID _____ Date

Received _____

Financial Aid Official's Name (print legibly)

FAO Official's Signature

If submitting this form and supporting documentation via surface mail, please mail to the address indicated below, along with a copy of the ID used by the Notary to confirm your identity.



Financial Aid Office

Viterbo University

900 Viterbo Drive

La Crosse WI 54601

THIS FORM MAY NOT BE FAXED OR
EMAILED. ONLY ORIGINAL SIGNATURES
WILL BE ACCEPTED.

*ONLY FINANCIAL AID OFFICE PERSONNEL
ARE AUTHORIZED TO VERIFY YOUR
INFORMATION, AND SIGN THIS FORM, WHEN
PRESENTED IN PERSON.

12/2025