

## 2026-2027 Federal Verification Worksheet Group 4

The Department of Education randomly selects students to verify certain components of their Free Application for Federal Student Aid (FAFSA). Students who have been selected for Group 4 Verification are required to verify their identity and provide a statement of educational purpose.

If you have been selected for Group 4 Verification, you have two options to satisfy this requirement:

1. Complete page 2 of this packet via live video or in-person at our office in Lerner Hall or,
2. Complete page 3 and 4 of this packet with a notary.

Office location for in-person verification (page 2):

Financial Aid & Educational Financing  
618 Lerner Hall  
2920 Broadway  
New York, NY 10027

Form submission options for verification with a notary (pages 3 and 4):

- IDOC online document upload at <https://cssprofile.collegeboard.org/idoc>
- Office drop-off (see address above)
- Mail to 100 Hamilton Hall, Mail Code 2802 | 1130 Amsterdam Avenue | New York, NY 10027

If you have any questions, please contact Financial Aid and Educational Financing by phone (212-854-3711) or email ([ugrad-finaid@columbia.edu](mailto:ugrad-finaid@columbia.edu)).

**STEP 1 – STUDENT INFORMATION**

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Student Last Name

Student First Name

Student ID Number  
(C000000000)

**STEP 2 – IDENTITY DOCUMENTATION REVIEW**

What method did the student utilize to provide their unexpired valid government-issued photo identification?

- Original unexpired valid government-issued photo identification (ID) presented **in-person**
- Original unexpired valid government-issued photo identification (ID) presented **through live video**
- Unexpired valid government-issued photo identification (ID) **acknowledged by notary**

**STEP 3 – ATTESTATION REVIEW**

***The following has been affixed in a legible fashion to the electronic and/or photocopied unexpired valid government issued photo identification presented by the student **in-person** or **through live video** for the purpose of identity verification:***

- The first and last name of the authorized individual that viewed the original unexpired valid government-issued photo identification (ID) presented by the student.
- The month, date and year that the authorized individual viewed the original unexpired valid government-issued photo identification (ID) presented by the student.
- Not Applicable; the student provided their unexpired valid government-issued photo identification (ID) as acknowledged by a notary.

**STEP 4 – CERTIFICATION**

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

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Staff Signature

Staff Signature Date

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Staff First and Last Name  
(printed)

This form is for students unable to appear in-person and/or through live video to present unexpired valid government issued photo identification to Columbia University authorized personnel:

### STEP 1 – STUDENT INFORMATION

(to be completed by the student)

Student Last Name	Student FirstName	Student ID Number <i>(C00000000)</i>
Student Permanent Address <i>(include residence and apt. no)</i>	City/State/Zip	Student Date of Birth
Student Local Phone No.	Student Permanent Phone No.	StudentEmail Address

### STEP 2 – ACCEPTABLE DOCUMENTATION

(to be reviewed by the student and notary)

If you are unable to appear in-person and/or through live video to complete identity verification, you may provide a copy of your unexpired valid government-issued photo identification (ID) that is presented to a notary and:

- Acknowledged in the notary statement below; or
- Acknowledged by a notary on a separate page.

Unexpired valid government-issued photo identification (ID) may include, but is not limited to:

- A driver’s license;
- Other state-issued ID; or
- A passport.

**Please Note:** unexpired valid government-issued photo identification (ID) acknowledged by a notary must be mailed to your [Financial Aid Office](#) and cannot be accepted in electronic formats.

**CONTINUE TO PAGE 4**

**STEP 3 – NOTARY ACKNOWLEDGMENT**

(to be completed by the notary)

***Notary’s Certificate of Acknowledgment***

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally  
*(Date)* *(Notary’s Name)*

appeared, \_\_\_\_\_, and proved to me on basis of  
*(Printed Name of Signer)*

satisfactory evidence of identification \_\_\_\_\_ to be the above-  
*(Type of government-issued photo ID provided)*

named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

*(seal)*

My commission expires on \_\_\_\_\_  
*(Expiration Date)* *(Notary’s Signature)*

**STEP 3 – STUDENT CERTIFICATION**

(to be completed by the student)

By signing this worksheet, I certify all the information reported is complete and correct and that the unexpired valid government-issued photo identification (ID) described in STEP 3 is attached:

\_\_\_\_\_  
Student signature Signature Date

\_\_\_\_\_  
Student First and Last Name Student ID Number  
*(printed)* *(C000000000)*

**NOTE:** Additional income and/or tax documentation may be required beyond that noted on this worksheet. Review your outstanding document requirements for additional information; contact the [Financial Aid Office](#) at your school with questions.