**Mailing Address:**
COTC
Student Financial Services
1179 University Drive
Newark, OH 43055
740-366-9435

# 2026-2027
# Identity Verification Form

Student Name: _____ COTC ID: | **0** | | | | | | |

You have been selected for verification of identity and **must submit this form along with an unexpired valid government-issued photo identification (ID)** such as but not limited to a driver's license, other state-issued ID, or passport at Student Financial Services or at one of the Gateway's extended campuses. **Documents we cannot accept** are temporary State Driver's license, damaged or torn ID, unrecognizable photo ID and military IDs.

_____ _____
(Student's Signature) (Date)

_____ _____
(COTC Representative, if presented in person) (Date)

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**If you are unable to appear in person, you must mail the following to COTC, Student Financial Services, 1179 University Dr., Newark, OH 43055:**

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; ***and***

(b) The original notarized Statement of Educational Purpose provided above.

## 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 unexpired 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)

All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned to the student, spouse, or parent (i.e. tax returns, verification worksheets, W2s, etc.)

Last Date Modified: 06/26/2025