



2024-2025

## Identity Verification Form

Please read the instructions before completing this form. If you cannot appear in person at a Park University Campus, you may complete this process via video call with the financial aid office.

Student ID \_\_\_\_\_

Student Name \_\_\_\_\_

**As a part of the verification process, you must appear in person at any Park University Campus Center and provide the following:**

- A valid, government issued, photo identification (ID), such as a driver's license, other state-issued ID, or passport. **No Military IDs are accepted due to laws regarding making copies of Military IDs.**

### Instructions for Identity Verification:

#### Student:

Your 2024-2025 FAFSA has been selected for a process called verification. Park University is required by the Department of Education to verify your identity before any federal student aid may be awarded. Questions? Call Park University Student Financial Aid office at (816) 584-6290. You may choose to complete this process in person or at a distance:

- **IN-PERSON OPTION:** You, the student, must appear *in person* at Park University to verify your identity by presenting an unexpired government-issued ID, or passport. Appointments recommended for campus centers.
  - Park University will make a copy of your photo ID and then annotate that copy with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review your ID.

OR

- **VIDEO/DISTANCE OPTION:** If you are unable to appear in person at Park University to verify your identity, you may complete this verification via video call. This video call will be recorded and will require screenshots of your unexpired government-issued ID, or passport to be taken.

- Schedule your video-call appointment at:

<https://parkufinaid.youcanbook.me>



#### Park University Official:

- Student must appear in person and present their unexpired government-issued ID, or passport.
- You, Park Official, will make a clear copy of the student's valid, unexpired government-issued ID and notate that copy with your name, date, and signature. Military IDs are **not** acceptable.
- You, the Park Official, will **mail** notated copy of ID to the main campus.
  - Mail the clear copy of valid, unexpired government issued ID to:  
Park University  
Student Financial Aid Office  
8700 NW River Park Drive  
CMB #44  
Parkville, MO 64152

I certify that I am the individual signing and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending *Park University* for 2024-2025. I acknowledge my permission to be recorded during any video call.

Signature of Student (Required in blue or black ink)

Date

#### **Park Campus Staff Use Only:**

Campus Center Printed Name and Title: \_\_\_\_\_

Campus Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Identification Document Reviewed: \_\_\_\_\_ Driver's/Non-Driver's License / \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_

Received at Student Financial Aid By: \_\_\_\_\_ Date: \_\_\_\_\_