

## 2026-2027 Verification Worksheet (V4)

Your 2026-2027 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office at Randolph College must compare information from your FAFSA with the information you provide on this worksheet and with any other required documents. If there are differences, your Financial Aid Office could require additional documentation and your FAFSA information may need to be corrected. You will not receive federal financial aid until all verification requirements are met and the necessary corrections made.

### A. Student's Information

Students Last Name	First Name	M.I.	Student's Social Security Number
Student's Street Address (include apt. number)			Student's P#/People Code ID
City, State, Zip Code			Student's Date of Birth
Student's Phone Number (include area code)			Student's Email Address

### B. Identity Verification



**You must appear in person and present a VALID\* government issued photo identification.**

[\*Valid forms of Identification (ID) are non-expired, government-issued, and include, but not limited to: State-issued driver's license, other state-issued ID, or passport.]

The above-named student must appear in person at Randolph College to verify their identity by presenting an unexpired valid government-issued photo identification (ID). The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

**If you are unable to appear in person, see below.**

FA Certifying Officer's Signature	Date Received	Type of Valid ID Collected and Copied

**If you are unable to appear in person, check this box and complete the notary section below.**

☐

I am unable to appear in person at Randolph College to verify my identity, and instead have presented myself and government issued photo ID in front of a notary public official. Attached is a copy the unexpired government issued photo identification used and an original notary certificate (Page 2).

Student Name: \_\_\_\_\_ Student P#: P \_\_\_\_\_

### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_ ) SS:

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_,  
who appeared before me and has produced as a valid photo ID \_\_\_\_\_  
(Type of ID and ID #)  
with an expiration date of \_\_\_\_\_.

**WITNESS my hand and official seal:**  
(Rubber Stamp/Seal)

\_\_\_\_\_  
(Notary Signature)

My commission  
expires:

\_\_\_\_\_  
(Notary Printed Name)

\_\_\_\_\_  
(Date)

### C. Certification and Signatures – Student MUST sign.



**[STOP! To be signed at Financial Aid Office OR in front of Notary Public Official]**

By signing below certifies that all of the verification documents submitted with this certification are complete and correct.

Student's Signature (Required)	Date

**IMPORTANT:** Verification cannot be completed until ALL required documents are received.

### What do I need to Submit?

- This form, signed and dated by all required parties.
- A photocopy of an unexpired government-issued photo ID.
  - If notary used, must be ID presented.

- **Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Financial Aid Office at Randolph College.**
- **You should make a copy of this worksheet, and all submitted documents for your records.**

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This verification form is required to be printed and signed. If you are unable to or don't have access to a printer, please contact our office at 434-947-8128 or [financialaid@randolphcollege.edu](mailto:financialaid@randolphcollege.edu) and we will be happy to mail you the documents needed.

### How to Submit:

- SecureFile: <https://randolphfa.securefilepro.com/portal/#/login>
- Mail: Randolph College, Office of Financial Aid, 2500 Rivermont Ave., Lynchburg, VA 24503
- In-Person: Admission Welcome Center, 2711 Rivermont Ave., Lynchburg, VA 24503