

**2024-2025 Citizenship
Documentation Affidavit
(Notary)**



Complete Form & Return via:
Mail: Financial Aid Office
 9201 University City Blvd. Charlotte, NC 28223
On Campus: Niner Central, 380 Cone Center

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizen/eligible noncitizen documents from students unable to present their documents in person. **Student must be in the presence of a notary with an unexpired, valid United States government-issued photo identification (driver's license, state identification card, or passport) to sign the statement below.** The Office of Financial Aid will also need a copy of the photo identification presented to the notary.

_____ (Last Name) _____ (First Name) _____ (Student ID)

I certify that I, _____, am the individual signing this statement, and I am
 (Print student's full name)

providing a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait (or likeness). I certify that the attached documents and US government issued photo identification are the true, exact, and complete copies of the originals issued to me.

Required document(s):

| NAME OF VALID PHOTO ID | EXPIRATION DATE OF VALID PHOTO ID | ISSUING AUTHORITY OF VALID PHOTO ID |
|------------------------|-----------------------------------|-------------------------------------|
| | | |

| NAME OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT(S) | EXPIRATION DATE (IF ANY) |
|--|--------------------------|
| | |

_____ I understand that this form of submission is only acceptable if I am classified as a Distance Education (DE) student **or** my
 (Initial)
 permanent address on file is more than 40 miles from the University of North Carolina at Charlotte's main campus. If I do not meet either of these criteria I will be required to present my original citizenship or eligible non-citizenship documentation in person on campus.

I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documents I have provided.

 Student signature _____ Date

Notary's Certificate of Acknowledgement

State of _____ City/County of _____ on _____
 (Date)

Before me, _____, personally appeared, _____,
 (Notary's name) (Printed name of signer)

and provided to me on the basis of satisfactory evidence of identification _____ to be the
 (Type of unexpired government-issued photo ID provided)

above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
 (Notary signature)

My commission expires on _____
 (Date)

(seal)