



This form is for the collection of U.S. Department of Homeland Security (DHS) or other U.S. citizenship/nationality documents from students unable to present their documents in person.

**In order to be valid, this form must be signed and witnessed in the presence of a Notary Public (Section D). Per Federal Guidelines, Online Notaries are not permitted.**

**A. STUDENT INFORMATION**

Full Name: \_\_\_\_\_

Longwood ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street, Apt Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**B. REQUIRED DOCUMENTATION**

I certify that I, \_\_\_\_\_, am the individual signing this statement.  
(Print student's full name)

I am 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 document and government issued photo identification are the true, exact and complete copies of the originals issued to me.

**List of Document(s):**

Type of Valid Photo ID	Expiration Date of Valid Photo ID	Issuing Authority of Valid Photo ID

Type of Citizenship and/or Immigration Document(s)	Expiration Date (if any) of Citizenship and/or Immigration Document(s)

**C. CERTIFICATION**

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's Signature (*No Electronic Signatures*)

\_\_\_\_\_  
Date

**For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: [go.longwood.edu/uploadfa](https://go.longwood.edu/uploadfa)**

**D. FOR USE BY NOTARY PUBLIC**

The above-named person appeared before me and proved to me satisfactory evidence of identification, to the above named person who signed the foregoing instrument:

**Notary's Certificate of Acknowledgement**

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

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

personally appeared, \_\_\_\_\_, and proved to me on the basis of  
*(Name of student who signed above statement)*

satisfactory evidence of identification \_\_\_\_\_ to be the above  
*(Type of Identification)*

named person who signed the foregoing instrument.

WITNESS my hand and official seal \_\_\_\_\_  
*(Notary Signature)*

(SEAL)

My commission expires on \_\_\_\_\_  
*(Date)*