

## 2023–2024 (V4 & V5) Custom Verification Worksheet

Your application was selected for review in a process called “Verification.” In this process, the financial aid office will compare information from your FAFSA with the information provided on this form. The law gives the college the right to ask you for this information before awarding federal aid. If there is a difference between your FAFSA and information on any of your verification documents, the college will make a correction to your records.

### Student Information

<b>Last Name:</b>	<b>First Name:</b>	<b>COM ID# M00:</b>
<b>Date of Birth:</b>	<b>Phone Number:</b>	<b>Social Security Number</b>

<input type="checkbox"/> <b>DEPENDENT STUDENT*</b> * A student is considered dependent if he/she was acquired to provide parental information on the FAFSA	<input type="checkbox"/> <b>INDEPENDENT STUDENT*</b> * A student is considered independent if he/she was not required to provide parental information on the FAFSA
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**Instructions:** There are three options available for completing the V4 Custom Verification Worksheet. Please select which option you are going to pursue.

<input type="checkbox"/> <b>Option 1: Electronic Submission</b>	<input type="checkbox"/> <b>Option 2: In Person Submission</b>	<input type="checkbox"/> <b>Option 3: Mail Submission</b>
<b>Requirements:</b> <ul style="list-style-type: none"> <li>Access to your MyCOM Login</li> <li>Digital Copy of an Unexpired Government Issued ID (a picture of the ID using your phone or camera, or a scanned image using a scanner or similar device)</li> <li>The ability to sign the form with your finger or stylus. Typed signatures are not allowed.</li> </ul>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>Be physically present at either the Kentfield or Indian Valley Campus</li> <li>See hours of operation here: <a href="https://es.marin.edu/">https://es.marin.edu/</a></li> <li>Possession of an unexpired Government Issued ID</li> </ul>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>Access to a Notary and ability to pay for Notary Services.</li> <li>Ability to print pages 4 and 5</li> <li>A copy of an unexpired government issued ID to be attached to pages 4 and 5.</li> <li>Access to USPS or other Mail Services to mail pages 4 and 5 and a copy of your ID.</li> </ul>
<b>How to Complete:</b> Continue to Page 2 and follow the provided steps. You will be uploading a copy of this form and a copy of your ID using an upload form which requires your MyCOM Login.	<b>How to Complete:</b> You can prefill and print pages 1 and 3 (do not sign) and stop by the enrollment services office. <b>OR</b> you can simply stop by the enrollment services office ( <a href="#">Hours</a> ) and ask to complete a V4 Worksheet form.	<b>How to Complete:</b> Print pages 4 and 5. Contact a Notary and arrange to fill out pages 4 and 5 in the presence of a notary. Once completed, mail pages 4 and 5 <b>AND</b> a copy of your government issued ID to College of Marin. See pages 4 and 4 for more details.

### OPTION 1: Electronic Submission

Sign the Statement of Educational Purpose provided below, **which must be signed using a Stylus using a stylus or finger** to sign the statement, or **an image of the individual's signature affixed to the statement** (print, sign, then upload).  
Typed Signatures cannot be accepted.

Upload this form (Pages 1 and 2) with an electronically signed statement of educational purpose (below) and a copy of your unexpired government issued ID to this link: <https://forms.marin.edu/form/enrollment-services-document-upload>

#### Identity and Statement of Educational Purpose (To Be Uploaded to COM)

##### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
(Print Student's Name)  
Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to  
pay the cost of attending **College of Marin** for 2023-2024.

\_\_\_\_\_  
Student Signature (stylus or finger only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MOO#

**OPTION 2: In Person Submission**

The student must appear in person at College of Marin to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. **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.** In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
(Print Student’s Name)

Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending College of Marin for 2023–2024.

\_\_\_\_\_ (Student’s Signature)      \_\_\_\_\_ (Date)      \_\_\_\_\_ (Student’s ID Number)

\_\_\_\_\_ (School Officials Signature)      \_\_\_\_\_ (Date)

**Office Use Only:**

Copy of ID Attached:     YES     NO                      Staff Signature on copy of ID:     YES     NO

Sent to File Reviewer:     YES     NO                      Date Sent: \_\_\_\_\_

**OPTION 3: By Mail Submission**

If the student is unable to submit electronically or appear in person at College of Marin to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

<b>Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)</b>		
<b>Statement of Educational Purpose</b>		
I certify that I _____ am the individual signing this Statement of Educational		
(Print Student’s Name)		
Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending College of Marin for 2023–2024.		
_____	_____	_____
(Student’s Signature)	(Date)	(Student’s ID Number)

**Notary's Certificate of Acknowledgement**

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

On \_\_\_\_\_, \_\_\_\_\_ personally appeared,  
(Date) (Printed name of signer)

before me, \_\_\_\_\_, and proved to me on the basis  
(Notary's name)

of satisfactory evidence of identification \_\_\_\_\_ to be the  
(Type of unexpired government-issued photo ID provided)

above-named person who signed the foregoing instrument.

SEAL

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature)

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

**Submission Instructions:** Mail a copy of your Identification card, Signed Statement of Educational Purpose and Notary's Certification of Acknowledgement to

**College of Marin**  
*Enrollment Services*  
835 College Ave.  
Kentfield, CA 94904