

This form is for students whose citizenship and/or immigration status were not confirmed by the U.S. Department of Homeland Security (DHS) and the U.S. Department of Education when the student completed the FAFSA. In most cases, when a student submits the required documents, the financial aid office can clear this conflict on behalf of the student. When the documents cannot be viewed by a financial aid counselor in person, the student must have a Notary Public review the original documents and then send copies of the document and this form to the Financial Aid Office. Financial aid cannot be verified or paid to the student until resolved. If you have any questions about which documents to use or your eligibility for financial aid, please contact the Financial Aid Office at [financialaid@necc.mass.edu](mailto:financialaid@necc.mass.edu).

**DIRECTIONS:** Complete each section as directed. This form, and copies of all documents, front and back, must be mailed or submitted by secure form submission to the Financial Aid Office. Incomplete forms will be returned to the student for completion.

Student Name \_\_\_\_\_ NECC Student ID \_\_\_\_\_

**SECTION 1: STUDENT CERTIFICATION (to be completed in the presence of a NOTARY)**

Print your name, sign and date when directed by the Notary.

I certify that I, **(print student's full name)** \_\_\_\_\_ am the individual signing this statement, and I am providing a copy of my CITIZENSHIP 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 government issued photo identification listed in SECTION 2 are the true, exact, and complete copies of the originals issued to me.

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. **Signature must be handwritten in the presence of a Notary and cannot be digital/electronic/typed.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 2: LIST OF DOCUMENTS USED TO VERIFY CITIZENSHIP STATUS**

Bring your original documents and copies of the documents (front and back) to a Notary. Examples of Valid Photo IDs include Driver's Licenses, Passports, and State Issued ID cards. Examples of Citizenship documents include US Passports, Certificates of Naturalization, and Birth Certificates. Complete the information requested regarding the documents that you are submitting with this form.

TYPE OF VALID PHOTO ID	EXPIRATION DATE OF VALID PHOTO ID	ISSUING AUTHORITY OF VALID PHOTO ID

NAME OF CITIZENSHIP or IMMIGRATION DOCUMENT(S)	EXPIRATION DATE (if any) OF CITIZENSHIP or IMMIGRATION DOCUMENTS

**SECTION 3: NOTARY'S CERTIFICATE OF ACKNOWLEDGMENT**

Instructions for Notary: Please complete SECTION 3 after reviewing the documents in SECTION 2 to assure they belong to the person before Notary, instruct the student to complete and sign SECTION 1 in Notary's presence and notarize the form.

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_, before me \_\_\_\_\_

DATE

NOTARY'S FULL NAME

Personally appeared \_\_\_\_\_ on the basis of satisfactory evidence of identification listed:

NAME OF SIGNER

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.

LIST TYPE OF PHOTO ID PRESENTED TO NOTARY FOR IDENTIFICATION

**WITNESS my hand and official seal  
(SEAL)**

\_\_\_\_\_  
(NOTARY SIGNATURE)

**My commission expires on** \_\_\_\_\_  
DATE