



**Certification of True, Exact and Complete Copy of Original Documents  
2018-2019**

/ /

Student Last Name    Student First Name    M.I.    Date of Birth    Student ID

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

**The student must sign, in presence of a notary, the following:**

I certify that I \_\_\_\_\_ am the individual signing this statement and 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 documents and government issued photo identification are the true, exact and complete copies of the originals issued to me.

List of document(s):

<u>Name of Valid Photo ID</u>	<u>Expiration Date of Valid Photo ID</u>	<u>Issuing Authority of Valid Photo ID</u>

<u>Name of Citizenship and/or Immigration Document(s)</u>	<u>Expiration Date (if any) of Citizenship and/or Immigration Document(s)</u>

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

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

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

personally appeared, \_\_\_\_\_, and proved to me  
(Printed Name of Signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of Government-issued Photo ID Provided)

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

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

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

**The student must submit the completed original form (not a copy) and a copy of the government issued photo ID(s) to:**

Davenport University  
Financial Aid Office  
6191 Kraft Avenue S.E.  
Grand Rapids, MI 49512