



2026-2027

External Identity Verification

Name: _____ ID #: 770 _____

E-Mail: _____ Phone #: _____

You have been selected for a process called "Verification". In this process, we are required to verify your identity. If you are unable to appear in person at Helena College's Financial Aid Office, you must verify your identity by following the steps below:

- Bring a valid government-issued photo ID, such as but not limited to: a current driver's license, non-driver's license, or passport, to a Notary Public.
- Make a copy of this valid government-issued photo ID and attached to this form.
- Make a video/Team's appointment with Financial Aid through our [contact us page](#). Please note: you must have your camera on and no AI generated background are allowed. Student may blur background if desired.
- Email, fax, or mail this signed and notarized form with a copy of your government-issued photo ID to the Financial Aid office.

Questions? Contact us at financialaid@helenacollege.edu or at (406)447-6916, you still have the choice to come into our office and fill out our in-person form.

In order to verify your identity, you must have the statement below notarized by a notary public.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Given under my hand and official seal this ____ day of _____, 20____

Table 1: Please list Student's Name, Student's signature and date, Notary Public's Name, and Notary public's Signature.

Student's Name		NOTARY SEAL
Student's Signature	Date	
Notary Public's Name		
Notary Public's Signature	Date	Notary's Commission Expiration Date