



**FOR OFFICE USE ONLY:**

For documentation presented in person, an institution must maintain, an annotated copy of the identification submitted by the applicant that includes:

- The date the documentation used to verify the applicant’s identity was received;

**DATE:** \_\_\_\_\_

- The name of the institutionally-authorized individual that obtained the documentation from the applicant.

**SIGNATURE:** \_\_\_\_\_

**Notary’s Certificate of Acknowledgement**

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

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

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary’s name)

personally appeared, \_\_\_\_\_, and provided 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**  
(seal)

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

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