



Richmond Higher Education Institutions  
Financial Aid Office  
Email: bsr-confinancial@bshsi.org

## **2025-2026 V4 Verification**

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The U.S. Department of Education regulations require that before awarding Federal Student Aid, the Financial Aid Office must ask you to confirm information that you reported on your 2025- 2026 FAFSA.

It is requested that all Verification documentation be turned in without delay upon receiving a Verification notice. Failure or delay in the completion of the Verification process could jeopardize 2025-2026 financial aid awards.

All documentation provided must include student's name, Student ID and original signature and date. Digital/e-signatures will not be accepted on any forms in the Verification process.



## **Identity Verification Instructions**

Students must complete identity verification for the 2025–2026 academic year using one of the following methods:

### **Option 1: In-Person Verification**

The student appears in person at the college and presents a valid, unexpired, government-issued photo ID (e.g., driver's license, state-issued ID, or passport).

The college must retain an annotated copy of the ID that includes:

- The date the ID was received
- The name of the authorized college official who reviewed it

### **Option 2: Remote Verification via Video Call**

If the student is unable to appear in person, they may verify their identity by participating in a live video call with an institutionally authorized representative.

During the video call:

- The student must present a valid, unexpired, government-issued photo ID
- The institution must retain a screenshot or scanned image of the ID that includes:
  - Clearly legible details of the ID
  - The date of the video call
  - The name of the authorized institutional representative who verified the ID



## Identity Verification Certification

\_\_\_\_\_  
**Students Name**

\_\_\_\_\_  
**Student's ID**

\_\_\_\_\_  
**Name of School Official**

\_\_\_\_\_  
**Title of School Official**

\_\_\_\_\_  
**Name of Institution**

I verify that the above-listed student has verified their identity through one of the following approved methods (check one):

**In-Person Appearance** – The student appeared in person before an authorized representative of the college and presented:

- An unexpired Passport
- A valid, unexpired Driver's license or other state-issued ID
- An alternate, unexpired, valid government-issued ID (please specify):

\_\_\_\_\_  
 **Remote Video Call** – The student presented a valid, unexpired government-issued photo ID during a live video call with an authorized representative of the institution.

- An unexpired Passport
- A valid, unexpired Driver's license or other state-issued ID
- An alternate, unexpired, valid government-issued ID (please specify):

\_\_\_\_\_  
I certify that an annotated copy of the presented identification is attached. This copy includes:

- The date the ID was reviewed or received
- The name of the authorized representative who reviewed it

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_