



**Certification of True, Exact and Complete Copy of Original Documents
2025-2026**

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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