



# Identity Verification Instructions (ESEP)

Please choose one of the options below to resolve an identity verification requirement.

## Option 1

You may present an acceptable form of identification in person at:

Office of Financial Aid & Scholarships  
1276 Gilbreath Drive  
Burgin Dossett Hall, Room 105  
Johnson City, TN 37614

## Option 2

If you are unable to appear in person, you must complete one of the following steps:

- Provide ETSU with a copy of the acceptable form of identification after it was presented to a notary and has been acknowledged in a signed notary statement. The copy MUST have your E# on the document.
- Schedule a ZOOM meeting with a Financial Aid Counselor to verify your identity:
  - Before your meeting, you MUST submit a legible copy (front and back) of an acceptable form of identification mentioned above to the counselor you will be meeting with.
  - Click here to schedule a meeting. (<https://booknow.appointment-plus.com/4t5yrjs2/10>)
    - Please indicate the reason as Verifying Identity.
    - If verifying identity via ZOOM, you are consenting to allowing the taking of a screenshot of you holding the ID, as required by Federal Student Aid.
    - The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed as well as the name of the official at the institution authorized to receive and review the student's ID.

## Acceptable forms of identification:

- Valid Driver's License
- Passport
- Tribal Identification Card
- Permanent Resident Card

We cannot accept expired forms of identification or a temporary driver's license.

## Option 3

Your identity may also be verified by an entity that is compliant with the National Institute of Standards and Technology Identity Assurance Level 2 (NIST IAL2). (<https://pages.nist.gov/800-63-3-Implementation-Resources/63A/ial2remote>) We must receive documentation directly from the entity confirming your identity was verified under the NIST IAL2 standard and the date of verification.

