



2023 – 2024: Identity and Statement of Educational Purpose (To be signed with Notary)

Instructions (read *all* instructions carefully)

1. If you are able to, go to the Financial Aid Office on a CCBC campus in-person:

<p>CCBC Catonsville Financial Aid Office 800 South Rolling Road Baltimore, MD 21228-5317 Student Services Center – Room 130</p>	<p>CCBC Dundalk Financial Aid Office 7200 Sollers Point Road Baltimore, MD 21222-4649 Student Services Center – First Floor</p>
<p>CCBC Essex Financial Aid Office 7201 Rossville Boulevard Baltimore, MD 21237-3899 Student Services Center – Room 014</p>	<p>CCBC Owings Mills Financial Aid Office 10300 Grand Central Avenue Owings Mills, MD 21117 Fourth Floor</p>

2. Bring an unexpired, valid, government-issued photo identification (ID).
3. **DO NOT** complete this form in advance. The Financial Aid Office will provide you with a form to complete in their presence, and make a copy of your photo ID.

! Complete the attached form only if you are *unable* to visit a CCBC campus in-person.

4. If you are unable to visit the Financial Aid Office in person, complete the attached form in the physical presence of a notary (virtual consultations are not allowed), presenting them with your unexpired, valid government-issued photo identification (ID) for witness.
5. Submit the original (*not* a copy) notarized document, including the notary seal, along with a legible copy of the same unexpired, valid government-issued photo identification (ID), to the CCBC Financial Aid Office **by US Mail** (*not* electronically). See mailing addresses above.
6. Submissions **must** be done by US Mail, and the attached *Identity and Statement of Educational Purpose* form and photo ID must be submitted together, in the same envelope. You cannot submit these documents electronically.
7. Monitor your CCBC SIMON account regularly for updates to this process and any additional requests:

<https://simon.ccbcmd.edu>



ATTN: FTP	CCBC: Dundalk Campus Financial Aid Office 7200 Sollers Point Road Baltimore, MD 21222	Fax 443-840-2824
	DO NOT CALL TO CONFIRM RECEIPT! Allow 24-48 business hours for login, then view status of all forms online via SIMON account (https://simon.ccbcmd.edu)	

FOR OFFICE USE ONLY

STAMP HERE

CAMPUS: _____ INITIAL: _____

C D E OM

**Financial Aid Office
IDSEP**

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If the student is unable to appear in person at **Community College of Baltimore County (all campuses)** to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

I certify that I _____ am the individual signing this

(Print First and Last Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Community College of Baltimore County** for 2023-2024.

Student’s Signature

Date

CCBC Student ID

Notary’s Certificate of Acknowledgment

State of _____

City/County of _____

On _____, before me, _____
(Month/Day/Year) (Notary’s first and last name)

personally appeared, _____, and provided to me
(Printed name of signer)

on basis of satisfactory evidence of identification _____
(Type of unexpired 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)



To be completed by CCBC Staff ONLY:

First and Last name: _____

Campus collected: Catonsville Dundalk Essex Owings Mills

Did you receive the *original* document (with raised/wet seal and wet signatures)? YES NO

Did this arrive via *US mail*? YES NO

Did the form and ID arrive together, in one envelope? YES NO

Type of ID collected: _____

Signature of staff member: _____

Date: _____