Verizon Identity Verification: Notary Process

Cover Letter

Dear Sir or Madam:

Thank you for applying for a Verizon Universal Identity. Since you have either chosen to use the Notary process or your identity could not be verified through the online process, you will need to complete and submit the attached 2-page Notary Form.

The attached 4-step checklist will guide you through the process. To avoid delays and resubmission of your paperwork, please follow the instructions carefully. Contact us at the number below if you encounter any problems or wish to receive further assistance.

Once you submit your Notary Form, information about the status of your account will be sent via email at the address you provided during registration.

Sincerely,

Verizon Universal Identity Services
Support: 877-855-7233

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CHECKLIST: 4 Steps to Complete Your Notary Form

☐ 1. Arrange to complete the Notary Form in the presence of a Notary.

- Do **NOT** start filling out the form at this time.

☐ 2. Locate all the necessary documents to prove your identity.

- You probably have the necessary ID's in your wallet. For example, in the US a driver's license **and** credit card are sufficient to prove your identity (Option 2). If your country of residence issues a national ID that will be sufficant. (Option 1)

- Review more options on page 1 of the Notary Form.

- If you have questions about valid ID's please contact us.

- **Invalid identity documents will cause your application to be rejected.**

☐ 3. Meet with the Notary and complete the 2-page Notary Form.

- Have the Notary verify your identity by examining your identity document(s)

- Complete **all** information requested on the Application Form. If you have questions, please contact us to review.

- **Incomplete Application Forms will be rejected.**

☐ 4. Fax the Notary Form to **1-800-701-9814** or send it by mail/shipper to…

Attn: UIS RA Office (2nd Floor)
Verizon
787 WASHINGTON ST
NEWTON MA 02460-1701

- Sending by mail/shipper or fax is required because it is a secure communications channel and recommended by National Institute of Standards and Technology

- If sent by fax please select "extra fine transmission" setting or "photo mode" to enhance clarity.

- **Illegible forms will cause your application to be rejected.**

Questions about ID's or filling out the form?
Contact:

Support: 877-855-7233

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Select 1 of 2 Identification Options

OPTION 1: Use a CLASS A – National (Federal) Government Photo ID as your primary form of identification.

OPTION 1 / ID #1	Type of Document (e.g., passport)		Circle One Photo: Y N Photo Required
	Issued By		
	Serial Number	Expiration Date: Must not be expired.	
	Name Appearing on ID Document		

To receive a national government ID, you completed a careful screening process. Hence only one Class A photo ID is needed to prove your identity. Examples are passport or **national** driver's license such as those issued in the UK or EU.

Invalid Option: A Driver's License issued in the USA is NOT a valid Class A ID since it is issued by a state.

Questions about ID's or filling out the form? Contact: 877-855-7233

OPTION 2: Use a CLASS B – Reputable Photo ID as your primary form of identification **and a second ID.**

OPTION 2 / ID #1	Type of Document (e.g., driver's license)		Circle one Photo: Y N Photo Required
	Issued By		
	Serial Number If using credit card, provide last 4 digits	Expiration Date: Must not be expired	
	Name Appearing on ID Document		

The primary ID must be a photo ID such as driver's license, employee ID with photo or a credit card with photo.

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OPTION 2 / ID # 2	Type of Document (e.g., credit card)		Circle One Photo: Y N Photo Optional
	Issued By		
	Serial Number If using credit card, provide last 4 digits	Expiration Date: Must not be expired	
	Name Appearing on ID Document		

Since there was less screening than Class A to receive a Class B ID, a second ID must be presented. The second ID may be Class B or Class C.

Class C is an ID issued by a reputable party **without a photo**. Social Security Card or Credit Card without a photo are Class C ID's.

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GO TO NEXT PAGE OF FORM TO COMPLETE
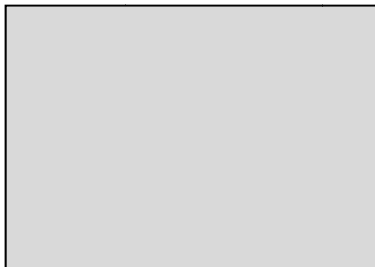
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USER INFO	Applicant Name	
	Applicant Signature **Must be signed in presence** **of a Notary or Trusted Agent**	Date:

AGENT

I hereby confirm that on the above date, the Applicant personally appeared before me, signed the document in my presence, and presented identity document(s), **one of which was a photo ID issued by a reputable party**.

Please check that this 2-page form is completed correctly or this application will be rejected.

Name of Applicant		
Name of Agent		
Organization		Notary?
Address		City:
		State: Zip:
Telephone		County:
e-Mail Address		
Agent Signature		Date:

NOTARIZATION SEALTO BE ADDED BELOW

RAISED SEAL

RUBBER SEAL