

TO BE COMPLETED ONLY IN PRESENCE OF NOTARY PUBLIC

Student Complete: • Lines 1, 2 & 3.
• Present form, valid state ID, driver's license or passport to Notary.
• Complete the upload steps listed below.

1. STUDENT NAME: _____
2. STUDENT ID#: _____
3. I certify that I, _____ am the individual signing this form.

Instructions for Notary:

- Validate identity of individual presenting this form.
- Complete the certificate of acknowledgement below and stamp.
- Make a photocopy of ID presented and validate this copy with stamp.

Notary's certificate of Acknowledgement:

State of _____, City/County of _____ on ___/___/___

Before me: _____, personally appeared _____
(Notary) (Student full name)

and proved to me on basis of satisfactory evidence of identification _____
(Type of ID presented)

to be the above named person who signed the foregoing instrument.

Upload steps:

- Scan completed documents to a computer as a pdf, jpeg or tif file.
- Sign in to student portal: mymc3.edu
- Click on the Registration tab, then click "Upload Secure Document "
- Follow the prompts to upload and submit document and photo.
- All forms and pictures can be mailed as well to this address:

