



## ACCUPLACER Student ID Form

### Attention Test Center Administrator:

This form is valid only for in-person testing and if signed and sealed by a notary or school official (Counselor or Principal).

**PLEASE NOTE: Remote testers are required to present an approved ID as outlined under [What to Bring on Test Day](#).**

### School Official/Notary Acknowledgment: (See page 2 for instructions.)

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Name of School Official or Notary Public (Please print): \_\_\_\_\_

School Official or Notary Public Signature: \_\_\_\_\_ Date\*: \_\_\_\_\_

Name of School: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_

Name of Student (Please print): \_\_\_\_\_

Student Signature (*in presence of school official or notary*): \_\_\_\_\_ Date\*: \_\_\_\_\_

*Affix an original, current  
photograph in this space*

*School/  
Notary Seal*

Student's Date of Birth: \_\_\_\_\_

Gender:    M    F    Another  
(Select one)

**Student: You are required to sign this form below on each test day. Please bring this form every time you test.**

**Test Center Staff: Please complete the Test Date on each separate testing day.**

I am the person whose signature, description, and picture appear above. I am signing this document (below) in the presence of **test center staff** on the test day(s). My signature attests to the truthfulness of the statements made on this document.

Student Signature: \_\_\_\_\_ Test Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Test Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Test Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Test Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Test Date: \_\_\_\_\_

# INSTRUCTIONS FOR ISSUING THE STUDENT ID FORM

## Authorized School Official or Notary Public

Issue this form to students who need photo IDs for test-taking purposes as follows:

1. For the School Official – Copy the form onto school stationery.\*
2. Instruct the student to:
  - a. Print name and date of birth
  - b. Circle appropriate gender.
  - c. Affix a current recognizable photo in the space provided.
  - d. Sign the form in your presence.
3. Apply the official school/notary seal in the space provided, ensuring that it overlaps a portion of the photo.
4. Sign and date the form.

**Note:** The acknowledgment section can replace a state specific notary form.

\* Schools denote public, private or charter institutions. Homeschools should not copy the form onto school stationery.

## Student Reminders:

1. Keep this form in a safe place.
2. Bring the form to the test center each time you take a CLEP exam.
3. Sign the form in the presence of the test center staff.

The test center staff will write in the test date. The form is valid for one year after the date recorded on it when first issued.