

# The ACT<sup>®</sup> Student Identification Letter

You must complete this ACT Student Identification Letter, in English, if you do not have an acceptable photo ID per the requirements at [www.actstudent.org](http://www.actstudent.org). This applies to all examinees, regardless of their age. This letter also must be signed by a school official or notary who is not related to the student. The letter will be collected on test day.

## Student

- 1) Fill out your information in the “Student Information” section.
- 2) Attach or print a photo in the designated area.
- 3) Provide your signature in two locations — one before test day, another on test day — while in the presence of the indicated person.

## School Official or Notary

- 1) Place your seal or signature so it **partially overlaps the student photo** below.
- 2) Watch the student sign the appropriate area of the letter in your presence.
- 3) Sign School Official or Notary section of the letter after the student completes signature.

## Test Center Staff

- 1) Watch the student sign the appropriate area of the letter in your presence.
- 2) Ensure that all items are completed on the letter and there is no blank information.
- 3) Compare the student's signatures, compare the individual to the photo and compare the student's information to the roster information.

## Student Information

**Name**  
(must match admission ticket)

LAST \_\_\_\_\_

FIRST \_\_\_\_\_ MI \_\_\_\_\_

**Gender**     Male     Female

**Date of Birth**    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

MONTH    DAY    YEAR

**School**

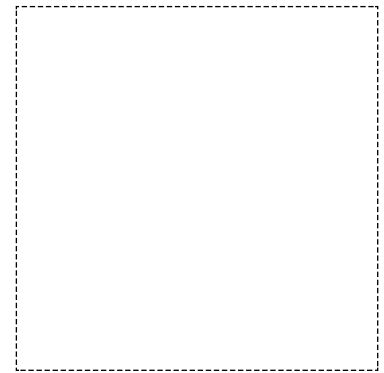
SCHOOL NAME (If student is not in school, indicate current status—for example, “home schooled” or “graduated.”) \_\_\_\_\_

CITY \_\_\_\_\_

STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_

## Attach or print photo here.

**Photo Requirements:** A recent, head-and-shoulders photo of the student only (not in a group)



**School Official/Notary:** Place seal/ink signature overlapping a portion of the student's photo

COMPLETED BEFORE TEST DAY  
by student

## Observe Student Signature and Seal Photo

**Student's Statement and Signature:** I certify that I am the person whose name, identifying information, and photo appear above. I am signing this statement in the presence of the school official or notary named below. I understand that the falsification of one's identification may result in the cancellation of test scores.

STUDENT'S SIGNATURE (signed in presence of School Official or Notary) \_\_\_\_\_

DATE \_\_\_\_\_

**School Official or Notary:** I confirm that the student is not my relative and has signed this letter in my presence.

SCHOOL OFFICIAL OR NOTARY SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NAME AND TITLE (please print) \_\_\_\_\_

I am a (check one)     School Official     Notary Public    **AND →**

I have placed a signature/seal **overlapping** the student photo.

COMPLETED BEFORE TEST DAY  
with School Official or Notary

## Instructions to Test Center Staff

In your presence, the student must sign below, and you must initial it. Ensure that all information is complete, the student's photo is attached, and the notary/official seal overlaps a portion of the photo. If any part of this letter is incomplete, do not accept it. Compare the student's signatures, the individual to the photo, and the information on this letter to your roster to be sure it is the same person. Once the student is admitted to test, collect this ID letter and return it to ACT with the rosters.

STUDENT'S SIGNATURE (signed in presence of test center staff) \_\_\_\_\_

STAFF INITIALS \_\_\_\_\_

COMPLETED ON TEST DAY  
with Test Center Staff