Teachers' Retirement System of Oklahoma
P.O. Box 53524
Oklahoma City, OK 73152-3524
mytrs.trs.ok.gov
405-521-2387

Identification Affidavit for MyTRS

Instructions: Fill in **all sections** below. Type or print clearly and have a Notary Public present as you **sign** and **date** the form. **See the bottom of this page regarding how to submit the form to our offices.**

PARTICIPANT INFORMATION (ALL SECTIONS MUST BE COMPLETE)

First Name: _____ **Middle Initial:** ___ **Last Name:** _____

Date of Birth: _____ **SSN or TRS Member ID:** _____

Telephone: _____ **Personal E-Mail:** _____

To the Teachers' Retirement System of Oklahoma: *I solemnly affirm under penalty of perjury and upon personal knowledge the information I have provided in this affidavit is true.*

SIGN IN THE PRESENCE OF A NOTARY PUBLIC.
ELECTRONIC SIGNATURES ARE NOT PERMITTED.

Signature:_____ **Date:** _____

State of _____)
) ss
County of _____)

On this_____day of_____, 20____, before me, Notary Public in and for the county and state aforesaid, personally appeared the above named_____who affirmed under penalty of perjury that the statements contained herein are true and correct.

Notary Public Signature: _____

Notary Public Printed Name: _____ (seal)

My Commission Expires: _____

READ THIS INFORMATION CAREFULLY BEFORE SUBMITTING YOUR FORM

1. **When you should use this form:** You should use this form if you wish to register for the MyTRS member portal but cannot complete your registration online.

2. **IMPORTANT: You must get this form notarized.** We can only accept this form if it has been **notarized**.

3. **How to send us your completed and notarized form:** Mail the form to: Teachers' Retirement System of Oklahoma, P.O. Box 53524, Oklahoma City, OK 73152-3524.

   IMPORTANT! Send your form directly to Teachers' Retirement System of Oklahoma.
   Do NOT give this form to your employer as only TRS can register you for the MyTRS portal.

4. **What we'll do when we receive your form:** We will review your form to make sure it is complete and valid. If it is, you will receive an email at the email address used to set up your MyTRS portal account.

Need help? Contact us at 877-738-6365
TRS counselors cannot grant access to the MyTRS portal via a telephone call.