

Forms of Identification

All applicants for certificates must present proof of identity satisfactory to the department. All documents must be verifiable. There are three categories of documents that may be presented to establish proof of identity. A copy will be made of the identification and retained with the certificate order. The acceptability of the identification presented by the customer is at the discretion of the processor and the department. More documentation may be requested. Here are some best practices:

(1) Primary identification – These items are complete within themselves and require no supporting instruments. All of these may not be expired for more than 90 days and must have photo.

- (A) US Government-issued driver license
- (B) US Government issued Country/State/City/County ID card
- (C) US Current student ID with picture
- (D) US Government employment badge or card
- (E) Private company employment badge or card
- (F) Prison ID/Offender ID card
- (G) US Military ID
- (H) Passport (From Any Country)
- (I) US Citizenship Certificate or Certificate of Naturalization
- (J) Permanent Resident Card (Resident Alien)
- (K) US Department of Homeland Employment authorization Card
- (L) Resident alien card
- (M) US Citizen Identification
- (N) Border Crossing Card
- (O) Reentry Permit Form
- (P) Refugee Travel Document
- (Q) Concealed Handgun License
- (R) Pilot's license
- (S) Social Worker employee ID

(2) Secondary identification – In the absence of a primary form of identification, the secondary identification serves to establish identity; however, the customer is required to produce either two pieces of secondary identification of different types, or one piece of secondary identification plus two pieces of support identification of different types. The secondary identification is classified as government issued documents, documents that require identification to establish, or documents that contain biometric identifiers.

- (A) Foreign country Government-issued driver license
- (B) Foreign country Government issued Country/State/City/County ID card
- (C) Foreign country Current student ID
- (D) Foreign country Government employment badge or card
- (E) Foreign Government Military ID
- (F) US Current student ID without picture
- (G) Foreign Current student ID
- (H) Any primary ID that is expired for more than 90 days
- (I) An organizational ID
- (J) A photocopy or original signed Social Security card
- (K) Public library card
- (L) Credit card
- (M) Retail club card with picture (such as Costco or Sam's Club)
- (N) DD-214
- (O) Medicaid card
- (P) VA card
- (Q) Medical insurance card
- (R) Signed federal tax return