

## Acceptable Documentation for Identification

**Primary Documents-** **One** document is required. Documents should be current/valid.

- A state issued driver's license that includes a photograph and date of birth
- A state issued identification card that includes a photograph and date of birth
- A U.S. military identification card that includes a photograph
- A U.S. passport with current photograph
- A school identification card/document showing applicant's name, photograph, and date of school year
- Work identification card that includes the applicant's name, photograph, and company name

**Alternate forms of Identification Documents-** **Two** alternate forms of identification documents must be used if applicant does not have a picture identification card when applying in person. Alternate documents must display the name of applicant, may display date of birth, date of issuance (or year), must display institution, company or organization/agency name.

- Letter from government or social agencies
- School yearbook
- A W-2 form issued within last year in addition to a signed Social Security card (social security numbers must match)
- Social Security card or Social Security numident printout (print out of an applicant's Social Security account of activities)
- Court certified adoption papers that include adopted parent(s) name
- Official certified deeds or title to property
- Certificate of vehicle title or registration documents
- Proof of auto insurance
- Insurance policy (health, home, life, etc.)
- Medicaid/Medicare document or identification card
- A payroll stub that includes a Social Security number of applicant (cannot be handwritten stubs)
- Military discharge document (DD-214)
- Cancelled duplicate check (must show name, address, signature, and name of institution)
- Utility bills which show name and address of applicant (water, gas, electric, telephone)
- Shelter name band (including name of shelter)

**Eligible Family Members** - Immediate family members are qualified to receive copies of birth certificates. Immediate family members shall include those family members and in-laws in the direct line of descent up to, but NOT including cousins.

**Online Orders** - VitalChek is an authorized resource for official, government-issued online vital records ordering powered by Lexis-Nexis. Order online at [VitalChek.com](http://VitalChek.com).