

## QUALIFIED APPLICANT REQUIREMENTS

All documents proving qualified applicant must be original documents; copies are not accepted

### Self – Picture ID

#### Parent

- Picture ID
- Parents name must be listed on birth certificate

#### Grandparent

- Picture ID
- Your son's or daughter's birth certificate to verify relationship to the grandchild
- Related parent must be listed on requested birth certificate

#### Spouse

- Picture ID
- Marriage certificate

#### Son/Daughter

- Picture ID
- Your birth certificate

#### Siblings

- Picture ID from the list
- Your birth certificate

#### Legal Guardian

- Picture ID
- Certified Court Order showing legal custody

#### Attorney

- Picture ID
- Certified Copy of a court issued document that establishes legal interest

## IDENTIFICATION REQUIREMENTS

### GROUP A: Primary Acceptable Identification:

- Driver's License;
- Federal or State Identification card
- Federal, State or City law enforcement employment identification card, or employment badge accompanied by employment identification card;
- Offender Identification card issued by the Department of Criminal Justice correctional facility or institution;
- Military Identification card;
- Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
  - Employment Authorization Document (EAD);
  - Permanent Resident Card (green card);
  - Travel Documents:
    - (-a-) Re-entry Permit;
    - (-b-) Refugee Travel Permit; or
    - (-c-) Advance Parole.
  - (IV) SENTRI Card; or
- U.S. Citizen Identification Card.
- United States Department of State issued: Border Crossing Card (B1 for business or pleasure or B2 medical purposes); or Visa.
- Concealed Handgun License;
- Pilot's license; or United States Passport.

### GROUP B: Secondary Acceptable Identifications:

Please provide two (2) of Group B ID's

One document must contain the applicants name and signature and or an identifiable photo of the applicant

- Current student identification;
- Any Primary Identification that is expired;
- Signed Social Security card, or Numident;
- DD Form 214 Certificate of Release;
- Medicaid card;
- Medicare card;
- Veterans Affairs card;
- Medical insurance card;
- Foreign Passport accompanied by a Visa issued by the United States Department of State;
- Foreign Passport in accordance with the United States Department of State, Visa Waiver Program;
- Certified birth certificate from the Department of State (FS-240, DS-1350 or FS-545);
- Private Company Employment Identification card;
- Form I-94 - accompanied by the applicant's Visa or Passport;
- Mexican voter registration card; or
- Foreign Identification with identifiable photo of applicant.

### GROUP C: Supporting Documents: (One (1) Secondary Acceptable ID and 2 (Two) Supporting Documents required)

Note: One document must contain the applicants name and signature and/or an identifiable photo of the applicant.

Note: This list of items consists of other records or documents that aid in establishing the identity of the applicant.

- A recent utility bill (Must be current, show the same address and name of the requestor)
- Current pay stub (must show requestors name, company name and current address)
- Bank account statement (must be a current statement showing requestors name and address)
- Public assistance letter (must be current and show requestors name and address)
- Police report of stolen identification (must show requestors name, address and date filed)
- Official school transcript (must be certified by official seal)
- Voters registration card (must be current and show your current address and name of requestor)
- Automobile insurance card (must show requestors name and be current and valid)
- Automobile title (must show requestors name)
- Original home owners, current life or auto insurance policy
- Current hospital admission records, immunization records, medical bills
- Current lease agreement with name, address and signature
- Current tax return with name, address and signature
- Marriage license or divorce degree – original or certified copy
- Current official probation or parole documents