



I.D. CHECKLIST



Recommended Identification Documentation

Proper identification of your applicants is critical to the performance and security of your organization. The guidelines listed here are typical for governmental agencies for use in issuing driver's licenses and state identification cards. Using these guidelines will help to insure a valid screening effort, and reduce the possibility of fraudulent access to your property.

To apply for housing it is recommended that a person have a valid driver's license or state (including foreign state) issued identification card meeting the following standards:

- Photo I.D. must be less than five years old.
- If no photo it must be less than one year old (see below).
- No clipped corners or holes punched which may indicate a non-current identification.
- Non-English language identification must be accompanied by a qualified translation.

If the name on the housing application is different from the identification documents supplied, you should then require certified copies of marriage certificates, divorce decrees or other certified court documents.

If state-issued photo identification is not available, you should require both a primary and a secondary document from below:

PRIMARY SOURCES:

- Certified birth record issued by a government bureau of vital statistics or board of health in the United States, District of Columbia, Guam, Puerto Rico, or the United States Virgin Islands.
- Certificate of Birth Abroad (FS-545 or DS-1350) issued by the U.S. Department of State.
- Report of Birth Abroad of a United States Citizen (FS-240) issued by a U.S. embassy.
- Certified adoption certificate from a U.S. court.
- Valid, unexpired United States passport.
- Unexpired active duty or retired U.S. military identification card (DD-2 or Geneva Conventions Common Access Card).
- Valid, unexpired passport from a country other than the U.S. with an unexpired I-94 form or with an unexpired I-551 stamp.
- Canadian birth or naturalization certificate with an unexpired I-94 form attached. (Must be presented with a photo Secondary Document issued by a Canadian government agency).
- One of the following valid, unexpired documents issued by the U.S. Department of Justice or U.S. Department of Homeland Security:
 - ◆ Employment Authorization card with photo (I-688 or I-766 series)
 - ◆ Permanent Resident or Resident Alien card (I-551 or I-151)
 - ◆ Re-entry Permit/Refugee Travel Document (I-327, I-571)
 - ◆ Certificate of Naturalization (N-550, N-570, or N-578)
 - ◆ Certificate of Citizenship (N-560, N-561, or N-645)
 - ◆ United States Citizen Identification card (I-179 or I-197)
 - ◆ Northern Mariana Card (I-873)
 - ◆ American Indian Card (I-872)

SECONDARY SOURCES:

- Another primary document.
- U.S. social security card (nonmetal) or Canadian social insurance card.
- Certified birth certificate from a government jurisdiction other than the U.S., the District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Certified government-issued marriage certificate.
- Certified U.S. or Canadian court order with full name and date of birth.
- Certified secondary or post-secondary school transcript containing legal full name and date of birth.
- Current secondary school (grades 7-12) student identification card with student's name, photograph, and date of birth or unique identification number.
- Government employee photo identification card from a jurisdiction in the U.S. or Canada.
- Current identification card (DD-1173 or DD-214) issued by the U.S. Department of Defense.
- Unexpired color-photo permit to carry a firearm or concealed weapon, issued by a U.S. police department or sheriff.
- Current pilot's license issued by the Federal Aviation Administration.