

# USAccess Acceptable Forms of Identification Guide

## 1.0 Overview

All USAccess PIV card applicants are required to provide identification at the time of Enrollment. This guidance is provided to clarify the Identity Proofing requirements for USAccess PIV cards.

## 2.0 Identity Document Requirements

**Applicants are required to provide two forms of identification.**

During the identity proofing phase of the USAccess credentialing process, applicants are required to provide two forms of identity source documents in their original form. These documents must be brought to Enrollment appointments. All identity source documents shall be bound to that applicant and shall be **neither expired nor canceled**.

The current list of acceptable primary and secondary source documents is listed in the Primary and Secondary identification tables below. **At a minimum one of the identity source documents must be from the Primary list.**

## 2.1 Approved Identity Source Documents

The following primary and secondary Identity Source documents are approved for use by USAccess.

Primary Forms of Identification	
1.	U.S. Passport or a U.S. Passport Card;
2.	Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
3.	Foreign passport;
4.	Employment Authorization Document that contains a photograph (Form I-766);
5.	Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph;
6.	U.S. Military ID card;
7.	U.S. Military dependent's ID card; or
8.	PIV Card.

**Note:** Photos are required for all forms of primary identification above

## Secondary Forms of Identification

1. U.S. Social Security Card issued by the Social Security Administration <i>Laminated SSA cards cannot be used without Security Officer approval.</i>	10. Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;	11. Temporary Resident Card (Form I-688);
3. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph; <b>EXCEPTIONS APPLY – See Section 2.4 below</b>	12. Employment Authorization Card (Form I-688A);
4. Voter's registration card;	13. Reentry Permit (Form I-327);
5. U.S. Coast Guard Merchant Mariner Card;	14. Refugee Travel Document (Form I-571);
6. Certificate of U.S. Citizenship (Form N-560 or N-561);	15. Employment authorization document issued by Department of Homeland Security (DHS);
7. Certificate of Naturalization (Form N-550 or N-570);	16. Employment Authorization Document issued by DHS with photograph (Form I-688B);
8. U.S. Citizen ID Card (Form I-197);	17. Driver's license issued by a Canadian government entity; or
9. Identification Card for Use of Resident Citizen in the United States (Form I-179);	18. Native American tribal document.

## 2.2 General Rules for Acceptance

The following rules apply to all presented identity source documents:

- All documents must be in their original forms - no photocopies other than a certified copy of birth certificate bearing an official seal.
- Expired or canceled identity documents are not acceptable.
  - All Primary forms of ID contain an expiration date; however some Secondary forms of ID do not. Not having an expiration date does not make a Secondary ID Source unacceptable. Secondary forms of ID without an expiration date can be accepted.
- Updating or replacing identity source documents is not required after successfully completing the identity proofing process.

## 2.3 Examples of Acceptable Identity Source Documents

The USAccess Help Desk often receives questions regarding acceptable forms of ID. Some of the more frequently asked about forms of identification that are **ACCEPTABLE** are listed below:

- PIV Card – Acceptable *Primary* form of ID
- Agency ID Badge – Acceptable *Secondary* form of ID
  - Must be issued by federal, state, or local government agency or entity
  - Must contain a photograph

Note that an Agency ID badge differs from a Facility Badge, which is not acceptable, in that an Agency ID badge is an Agency-wide identity card issued by the Agency itself, rather than a badge used specifically for accessing a facility
- TSA Transportation Worker Identification Credential (TWIC) – Acceptable *Secondary* form of ID
- DHS Trusted Traveler Cards – Acceptable *Secondary* form of ID. This includes:
  - Global Entry cards
  - SENTRI cards
  - NEXUS cards
  - FAST cards

## 2.4 Examples of Identity Source Documents Not Accepted

Identity proofing documents **NOT ACCEPTED** by USAccess include, but are not limited to:

- Student ID Cards (including public/state universities, as well as private universities)
  - Gun or Firearms permits
  - License to Carry
  - Hunting/Fishing permits
  - Facility Badge
  - Temporary driver's licenses
  - Selective service card
  - Company ID Card
  - Foreign Driver's License (other than Canada)
  - Library Card
  - Temporary PIV Card
  - Marriage license
- Note that Marriage license is an acceptable linking document, but not an acceptable Primary or Secondary form of identification

## **2.5 Primary and Secondary Combination Examples**

The following examples of source identification documentation are representative of acceptable combinations of Primary and/or Secondary source documents that can be used to successfully validate an applicant's identity:

### **Acceptable Combination 1:**

- a. Virginia State Driver's license (Primary)
- b. US Social Security Card (Secondary)

### **Acceptable Combination 2:**

- a. US Passport (Primary)
- b. Maryland State Driver's license (Primary)

### **Acceptable Combination 3:**

- a. US Military ID Card (Primary)
- b. Department of State ID Card (Secondary)

The following examples of source identification documentation are representative of unacceptable combinations of Primary and/or Secondary source documents that CANNOT be used to successfully validate an applicant's identity:

### **Unacceptable Combination 1:**

- a. US Social Security Card (Secondary)
  - b. Voter's registration card (Secondary)
- Reason: At least one form of identification must be Primary

### **Unacceptable Combination 2:**

- a. Virginia State Driver's license (Primary #5)
- b. Virginia State ID card (Primary #5)

Reason: While on their own, these are both valid Primary forms of ID, the language in the Primary forms of ID table above states the applicant should present "Driver's license *or* an ID card issued by a state." One may be accepted, but not both, as these are essentially the same form of ID.

## 3.0 Linking Documents

If any of the identity source documents presented for identity proofing bear different names then **evidence of a formal name change must be provided linking the names.** More information on linking documents is provided below.

### 3.1 Requirements for Identity Source Linking Documents

Identity source documents with different names can only be accepted when an official linking document is presented.

**All linking documents must include both the former and current legal names.** All linking documents must be valid and not expired.

**Example:** A married woman may use both a current driver's license with her married name, and her birth certificate with her maiden name, as primary and secondary sources of identification as long as they are accompanied by an approved linking document. For this example an approved linking document would be a marriage license – original or certified copy - with both her maiden name and married name on it.

### 3.2 Approved Linking Documents

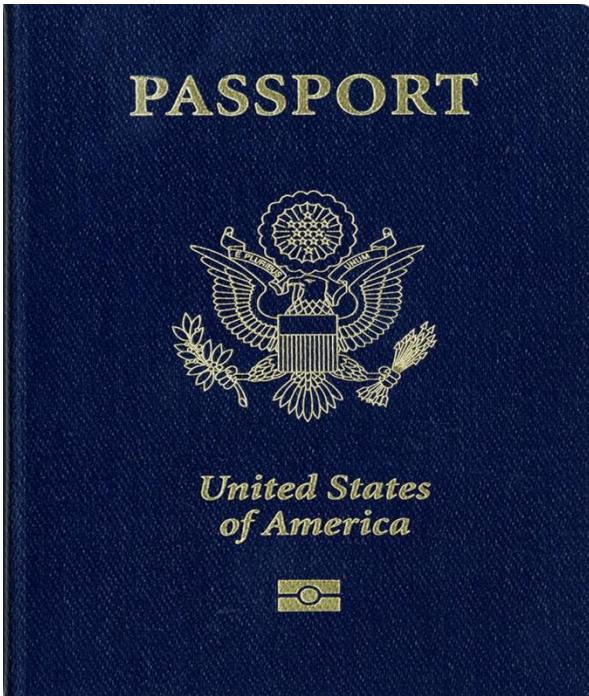
The following are approved linking documents:

- Marriage Certificate
- Court record linking the two names

USAccess requires that linking document be scanned into the *Document 3* window located on the USAccess Enrolment page.

## Appendix: ID Card Type Examples

## U.S. Passport



### U.S. Passport or U.S. Passport Card



### Passport Card front and back





Employment Authorization Document (Card) with photograph (Form I-688)



Employment Authorization Document (Card) with photograph (Form I-766)



Certificate of naturalization (Form N-550 or N-570)



## Birth Certificate Issues by State

**CERTIFICATION OF VITAL RECORD**

STATE OF RHODE ISLAND  
AND  
PROVIDENCE PLANTATIONS

**VOID**

**COPY OF CERTIFICATE OF BIRTH**  
*State of Rhode Island*

Name of Child <b>John Doe</b>		Date of Birth <b>Feb. 3, 2002</b>	Place of Birth <b>The Memorial Hospital</b>	City or Town <b>Pawtucket</b>	County <b>Providence</b>	State <b>RHODE ISLAND</b>
Name of Father <b>John R. Doe</b>		Mother's Date of Birth <b>17</b>				
Name of Mother <b>Providence</b>		Date of Birth <b>17</b>				
Name of Father <b>Newport, RI</b>		Date of Birth <b>Feb. 5, 2002</b>				

**SAMPLE**

I hereby certify that this is a true and exact copy of the document officially registered and placed on file in the issuing office.

015 29  
Issued  
City  
**STATE OFFICE, PROVIDENCE**  
Date of  
Source  
**SEP 11 2002**

Signature of Registrar \_\_\_\_\_

THIS COPY VALID ONLY IF ISSUED ON PAPER WITH ENGRAVED BORDER DISPLAYING RAISED SEAL AND SIGNATURE OF STATE OR LOCAL SECRETARY.

Certification of Birth Abroad Issued by the U.S. Department of State

DEPARTMENT OF STATE  
FOREIGN SERVICE OF THE UNITED STATES OF AMERICA

### Certification of Birth Abroad

of a Citizen of the United States of America

This is to certify that according to records on file in this Office

**SAMPLE**

Sex: MALE Date of Birth: AUGUST 12, 1990 Place of Birth: US NAVY HOSPITAL, OKINAWA, JAPAN  
 Report of birth received on: SEPTEMBER 24, 1990

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of the Consular Service of the United States of America at NAKA, JAPAN

this 14TH day of SEPTEMBER 1990

(SEAL) \_\_\_\_\_ CONSUL of the United States of America

WARNING: This certificate is not valid if it has been altered in any way whatsoever or if it does not bear the exact seal of the office of issuance.

UNITED STATES OF AMERICA  
DEPARTMENT OF STATE

### Certification of Report of Birth

of a United States Citizen

156- 1018150

This is to certify that the birth of JMA SAMPLE sex: FEMALE  
 born at DESOLATION Country: MONGOLIA  
 on APRIL 1, 1970 was registered with the Consular Service of the United States and a  
 Consular Report of Birth was issued at BISHKEK, KYRGYZSTAN  
 on SEPTEMBER 10, 1990

Father: \_\_\_\_\_ PARENTS Mother: \_\_\_\_\_

DADDY SAMPLE MOMMY SAMPLE  
 Date of Birth: APRIL 1, 1970 Date of Birth: APRIL 1, 1971

CONDOLIEZZA RICE  
 Secretary of State  
 Authorization Office, Washington, D.C.  
 OCTOBER 27, 2004  
 Date

WARNING: This certificate is not valid if it has been altered in any way whatsoever or if it does not bear the exact seal of the office of issuance.

## TSA Transportation Worker Identification Credential (TWIC)



## DHS Trusted Traveler Cards

