

Identity Verification Requirements

Applicants must provide a document, or a combination of documents, listed in the chart below. One document must prove citizenship; the other must prove identity. Copies will not be accepted, only originals and certified.

Exception: If the only document available to prove citizenship is listed in E, then two additional documents must be provided to prove identity and employment eligibility. The following example lists the three possible combinations of documents that are required:

Examples:

Example #1: A + B or C or D

Example #2: B + C

Example #3: C + D + E

A. Proof of Citizenship and Identity and Employment Eligibility

- * U.S. Passport (can not accept an expired Passport)

B. Proof of Citizenship and Employment Eligibility

- *Original or certified copy of a birth certificate (from the Bureau of Vital Statistics not hospital certificate), if born in U.S. or U.S. Territory. (Photo copies are not accepted)

- *Certification of Birth Abroad FS-545 or DS-1350

- *U.S. Citizen Identification Card I-197

- *Identification Card for Use of Resident Citizen in the U.S. I-179

C. Proof of Identity only

- *Valid State Driver's License

- *Valid State ID

D. Proof of Employment Eligibility only

- *U.S. Social Security Card

E. Proof of Citizenship only.

- *Citizenship Certificate

- *Naturalization Certificate

- *State Department Form 240

Failure to provide this proof of U.S. Citizenship will result in your application being placed in suspense, pending receipt of acceptable proof of U.S. citizenship.