

Identity Verification Program Guide

for fingerprint submitting agencies & contractors



prepared by the

National Crime Prevention and Privacy Compact Council

Primary and Secondary Identification

Currently most agencies request some type of photo identification card as one method for verifying an individual's identity. The Compact Council suggests agencies accept only current, valid, and unexpired photo identification documents.

As a primary form of photo identification, the following documents may be presented by an applicant when being fingerprinted:

- State-issued driver's license*
- U.S. Passport or U.S. Passport Card
- Federal Government Personal Identity Verification Card (PIV)
- Uniformed Services Identification Card
- Department of Defense Common Access Card
- Foreign Passport with Appropriate Immigration Document(s)
- USCIS - Permanent Resident Card (I-551)
- USCIS - Employment Authorization Card (I-766)
- Federal, state, or local government agency ID card with photograph
- U.S. Coast Guard Merchant Mariner Card
- Canadian driver's license

** For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.*

However, in the absence of a primary identification, applicants may provide at least 2 secondary identification documents including:

- State Government Issued Certificate of Birth
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Native American tribal document
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Draft record
- School ID with photograph
- Certificate of Citizenship (N-560)
- Replacement Certificate of Citizenship (N-561)

- Certificate of Naturalization (N-550)
- Replacement Certificate of Naturalization (N-570)

Secondary Identification Data Support Documents

When validating the authenticity of secondary identification documents and forms, the data and information may be supported by at least two of the following current documents:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address*
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit

* Financial information may be redacted by the individual.

Additional Identification Data Support Methods

To further support the validation of the original identification documents, the agency may choose any or all of the following methods to validate the authenticity of the documents:

- Physically examine the applicant's photo on the identification form/card. Visually compare the photo with the applicant in person.
- Compare the physical descriptors of the applicant to the documentation provided by the applicant (i.e. height, weight, hair and eye color, age, etc.).
- Request the applicant to verbally provide date of birth, address, etc., and check this against the identification forms used.
- Check the applicant's signature in person with that on the identification form.
- Ensure that the identification form has not been altered in any manner.
- If available, verify that the machine readable data matches the data on the card when it is scanned.

When an agency has a reason to believe an applicant has presented fraudulent information, agency personnel should contact local law enforcement. No attempt should be made to detain or pursue the person.
