# REVISION CHART

<table>
<thead>
<tr>
<th>Version</th>
<th>Primary Author(s)</th>
<th>Description of Version</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td></td>
<td>Original</td>
<td>9/2016</td>
</tr>
<tr>
<td>1.1</td>
<td>Tavia Bazemore</td>
<td>Updated revision chart and footnote</td>
<td>5/21/2019</td>
</tr>
<tr>
<td>1.2</td>
<td>Tavia Bazemore/Angela Gibson</td>
<td>Changed section 2.1, page 3, to add Congressional ID as an acceptable form of secondary identification for the FIPS 201-2, Personal Identity Verification (PIV)</td>
<td>2/26/2020</td>
</tr>
<tr>
<td>1.3</td>
<td>Debbie Kennedy</td>
<td>Updated language to include RealID compliance to section 2.0 and 2.1, page 2</td>
<td>6/29/2021</td>
</tr>
<tr>
<td>1.4</td>
<td>Tavia Bazemore</td>
<td>Updated section 2.1, page 3, to add VA Health Benefit Card as an acceptable form of secondary identification</td>
<td>3/4/2022</td>
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</table>
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 and to follow FIPS 201-2 standards.

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.

State Issued Driver’s Licenses and IDs that are RealID and Non-RealID compliant continue to be acceptable Primary Source Documents, including IDs with the statement “Not for Federal Identification.”

2.1 Approved Identity Source Documents

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

<table>
<thead>
<tr>
<th>Primary Forms of Identification</th>
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<tbody>
<tr>
<td>1. U.S. Passport or a U.S. Passport Card;</td>
</tr>
<tr>
<td>2. Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);</td>
</tr>
<tr>
<td>3. Foreign passport;</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766);</td>
</tr>
<tr>
<td>5. Driver’s license or an ID card issued by a state or possession of the United States provided it contains a photograph; including RealID Compliant or ID’s indicating “Not For Federal Identification” (or similar language).</td>
</tr>
<tr>
<td>6. U.S. Military ID card;</td>
</tr>
<tr>
<td>7. U.S. Military dependent’s ID card; or</td>
</tr>
<tr>
<td>8. PIV Card</td>
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</tbody>
</table>

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

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Last Updated 3/04/2022
<table>
<thead>
<tr>
<th>Secondary Forms of Identification</th>
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</thead>
<tbody>
<tr>
<td>1. U.S. Social Security Card issued by the Social Security Administration</td>
</tr>
<tr>
<td><em>Laminated SSA cards cannot be used without Security Officer approval.</em></td>
</tr>
<tr>
<td>3. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;</td>
</tr>
<tr>
<td><strong>EXCEPTIONS APPLY – See Section 2.4 below</strong></td>
</tr>
<tr>
<td>5. U.S. Coast Guard Merchant Mariner Card;</td>
</tr>
<tr>
<td>7. Certificate of Naturalization (Form N-550 or N-570);</td>
</tr>
<tr>
<td>9. Identification Card for Use of Resident Citizen in the United States (Form I-179);</td>
</tr>
<tr>
<td>11. Temporary Resident Card (Form I-688);</td>
</tr>
<tr>
<td>13. Reentry Permit (Form I-327);</td>
</tr>
<tr>
<td>15. Employment Authorization Document issued by DHS with photograph (Form I-688B);</td>
</tr>
<tr>
<td>17. Native American tribal document; or</td>
</tr>
<tr>
<td>19. VA Health Benefit Card</td>
</tr>
</tbody>
</table>
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
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 Image]

**U.S. Passport or U.S. Passport Card**

![U.S. Passport Card Image]

**Foreign Passport**

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U.S. Citizen ID Card (Form I-179) - Must Have Photograph
Reentry Permit with photograph (Form I-327)

Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

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

The information contained in this document is proprietary and may not be transmitted or disclosed to anyone outside of the Government or authorized representatives without written permission.
TSA Transportation Worker Identification Credential (TWIC)

DHS Trusted Traveler Cards