

Vital Statistics Approved Identity Verification Documents Listing (2)
 July 1, 2011

Colorado Office of Vital Statistics

Approved Identity Verification Documents Listing
 List Updated July 1, 2011

Purpose

This document supplements Office of the State Registrar of Vital Statistics - Policy Number 2006-01, which implements HB 03-1224, the Secure and Verifiable Identity Document Act. The following lists have been compiled to assist both customers and reviewing officials in knowing what documents may be used for appropriate, verifiable proof of identity. **Other documents may be accepted or required at the discretion of the State Registrar. If six or more certified copies have previously been issued for the requested birth certificate, then a photo identification document from the primary listing is mandatory.** Customers will be required to present at least one item from the Primary Listing or at least two items from the Secondary Listing. Items must be from separate categories. Each row is a separate category.

Unless otherwise specified below, all items must have been issued in the U.S.

Non-expiring ID's must have been issued within the previous five years (may be no more than five years old).

Primary Listing – All documents presented must be current and valid. Expired documents drop to the Secondary Listing. Documents that do not contain either an issue or an expiration date will not be considered acceptable.

Category	Comment
Alien Registration Receipt or Permanent Resident Card	INS Form I-151 or I-551
Certificate of US Citizenship	INS Form N-560 or N-561
City of Denver/Denver County Jail Temporary Inmate ID	Issued by the Denver County Sheriff Department. The card must match the record EXACTLY (with the exception of middle and/or married names). The card is good for 60 days (expiration date on card).
CO Department of Corrections ID Card	Issued by the Colorado Department of Corrections. The card must match the record EXACTLY (with the exception of middle and/or married names).
CO Temporary Drivers License (State ID) Renewal Form PLUS expired drivers license (State ID)	MUST be within the 30-day period; MUST be issued by COLORADO DMV ; and MUST be accompanied by a recently expired driver's license (State ID) with hole punched in it.

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Department of Human Services Youth Corrections ID	Issued by the Department of Human Services for minors in the Youth Corrections system. The card must match the record EXACTLY (with the exception of middle and/or married names).
Employment Authorization Card	INS Form I-766
Foreign Passport	May be verified with embassy or consulate or with INS. Foreign nationals in the United States should be in possession of a valid passport. In most circumstances a U.S. issued visa will be contained within the passport. If a visa is present, then it should be the primary mechanism for verifying their identity.
Government Work ID	Issued by US government - federal, state, or local.
Job Corps ID Card	Issued by US Department of Labor. ID must be current.
Photo Driver License	Issued by a US State or territory, or by a country listed in the <i>International ID Checking Guide</i> (latest edition). MUST contain a photograph. Non-US MUST be verified using guide. The address on the license does not need to be the applicant's current address.
Photo ID Card (DMV)	Issued by a US department of motor vehicles. Must be verifiable by the issuing agency, and must contain either an issue or an expiration date. If the ID is non-expiring, it must have been issued within the last five years.
School, University or College ID Card	Photo type, issued by a US school system, university, college, technical or trade school. The issuing entity MUST be able and willing to verify the ID or it cannot be accepted. Non-US student IDs are not acceptable. ID must be current.
Temporary Resident Card	INS Form I-688, I-688A, or I-688B
US B1/B2 Visa Card	MUST be accompanied by a currently valid I-94 card
US Certificate of Naturalization	INS Form N-550 or N-570, with intact photo
US Citizenship ID Card	INS Form I-197
US Military ID Card	Active duty, dependent, retired, reserve and National Guard. Must copy front and back.
US Passport	Issued by US Department of State

Secondary Listing

NOTE: Any item that is expired is to be examined closely. If there is any doubt regarding its authenticity, it is to be rejected. **Expired documents may only be used as a secondary document if they have expired within 6 months of the current date. If the document presented has been expired for more than 6 months, it is to be rejected (i.e. if the document presented expired 1/1/11, it may be used as a secondary document until 6/30/11).**

Names must be pre-printed on the document or card.

Items must be from separate categories. Each row is a separate category.

Category	Comment
Acknowledgment of Paternity document	COLORADO document only issued by a hospital, State Vital Records or Local Vital Records office. Used to identify parents.
Birth certificate of the applicant	Issued by a US local, state, territorial or federal government. Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship.
Court order for adoption or name change	Issued by a municipal, state, territorial or federal court in the US. Must be record of applicant and certified by the court (need not be original seal, copies are acceptable).
CO Temporary Drivers License Renewal Form	Must be within the 30-day period, usually accompanied by a recently expired driver's license with hole punched in it.
Craft or trade license	Issued by CO Dept of Regulatory Affairs (DORA)
DD-214	US Military separation document
Divorce decree	Issued by a municipal, state, territorial or federal court in the US. Must be certified by the court (need not be original seal, copies are acceptable).
Hospital birth worksheet	May only be used by mother of child for six months from the date of event. May be used to obtain records of other children.
Hunting or Fishing license	Must be current. Issued by Colorado Department of Wildlife
IRS-ITIN card or letter	Individual Taxpayer ID Number card or letter issued by IRS
Marriage license	Issued by a US State or territory
Medicare card	Issued by US Social Security Administration
Merchant mariner card	Issued by US Coast Guard
Mexican Voter Registration Card	Issued by the Mexican federal government. Must be current. Expired cards are not acceptable.
Motor vehicle registration or title	Issued by a US State or territory. Must be current.
Pilot license	Issued by FAA
Property tax receipt	Within past year

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State, territorial or federal prison or corrections card	Issued by a US state or territory or the Federal Bureau of Prisons. City and County Detention Facility cards are NOT acceptable unless specifically authorized.
Selective service card	Issued by US Selective Service. Selective service cards issued by other countries are NOT acceptable.
Social Security Card	Issued by US Social Security Administration
Social services card	Issued by a US State or territory. Includes Medicaid card or WIC card or check. Name of applicant must be pre-printed on the document or card.
Tribal ID Card	Issued by a federally recognized Native American tribe
Weapon or gun permit	Issued by a municipal, state, territorial or federal government in the US
Work ID, Paycheck Stub, Pay Statement, or W-2	<p>Work ID must contain the individual's first and last names, and the company name. If there is any doubt that it is an ID for an employee, it is to be rejected.</p> <p>The paycheck stub or pay statement must have been issued within the last three months and must contain sufficient information to permit verification (e.g.: first and last name of individual, company name, address, contact information, etc).</p> <p>The W-2 must have been issued within the last tax year.</p>

NOT Acceptable

Category	Comment
Birth certificates issued by foreign governments	Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal.
City & county detention center ID cards	Jail ID's are normally not released to former inmates, and are also not verifiable. City and County Detention Facility cards are NOT acceptable unless specifically authorized.
Matricula Consular (Consular ID) cards	The Colorado legislature specifically identified this item for exclusion.
Novelty ID cards	These cards may take a variety of formats, some of which are very close in appearance to an official ID. Often the only difference will be a small notation on the back of the card. When in doubt, check with the State Vital Records Security Officer at (303) 692-2232.
Souvenir birth certificates	Issued by hospitals, often with baby's footprints
Temporary drivers license or temporary state ID cards	Issued from the department of motor vehicles from any US state or territory, except CO.

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Undated documents	ID documents that do not have either: (1) an issue date OR (2) an expiration date AND cannot be verified are not reliable proof of ID.
Veterans Universal Access ID cards	While this is issued by US Veteran's Administration, the information they use to produce the card is not verified by the issuing agency.

Items no longer accepted

Category	Comment
Identity cards for Hurricane Katrina evacuees issued by FEMA and others	These cards were intended for use only during the emergency period following the mass evacuation after the hurricane. These are no longer acceptable for identity verification.