



## **ACCEPTABLE FORMS OF IDENTIFICATION FOR DHS BACKGROUND STUDIES**

Entities that initiate background studies are required by law to verify the background study subject's identity in NETStudy 2.0. This is a summary of acceptable forms of identification to be used for DHS background studies.

### **Primary Identification Document**

When a background study subject has a valid\* picture identification listed below use this document for identity verification:

- State Issued Driver's License – the issuing authority must be a U.S. state or territory
- State-Issued Identification Card – the issuing authority must be a U.S. state or territory
- U.S. Passport or U.S. Passport Card

**\*Valid documentation:** Only unexpired, original documentation is acceptable, except when a background study subject presents an acceptable receipt for a primary or secondary identification document. There are three types of acceptable receipts:

1. A receipt showing that the subject has applied to replace the primary or secondary identification document;
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and photograph of the individual;
3. The departure portion of Form I-94/I-94A with a refugee admission stamp.

### **Secondary Identification Document**

If a background study subject does not have a valid picture identification listed above, the following secondary identification documents (consistent with federal employment requirements and the I9 form) may be used for identity verification:

- School ID card that includes a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariners Document (MMD) Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)



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- Employment Authorization Document (Card) that contains a photograph (Form I-766)
- Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status. This document may only be used if the period of endorsement has not yet expired.
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I94A showing nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
- Foreign passport with special documents issued by the Commonwealth of Northern Mariana Islands (CNMI)
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)

### **Exceptions – People Under Age 18**

People under 18 who are unable to present a picture identification document listed in the Primary Identification Document section may present the following acceptable secondary identification documents:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

### **Legal References**

- Information required to be provided by background study subjects; *See* Minnesota Statutes, section 245C.05, subd. 1.
- Information required to be verified by the entity initiating the background study; *See* Minnesota – the issuing authority must be a U.S. state or territory
- Statutes, section 245C.05, subd. 2 (a).