

### C. Security considerations:

1. Train employees to recognize and handle the various identification form security features such as biometric features and machine-readable technology.
2. Assign a unique identification number to each employee to be included with each fingerprint submission.
3. Train employees to recognize official identification forms, documents, and fraudulent or counterfeit documents.

## Create an Identification Validation Guide

### **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 picture identification documents. As a primary form of picture identification, a state-issued driver's license which meets the requirements of Public Law 109-13 may be presented by an applicant when being fingerprinted. However, in the absence of the new 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.

applicants may provide one or more secondary documents including:

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- 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
- Foreign Passport with Appropriate Immigration Document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued Since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

## **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:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

## **Additional Identification Data Support Methods**

When supplemental documentation does not 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 photograph on the identification form/card. Visually compare the picture 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.