

ACCEPTABLE FORMS OF IDENTIFICATION for Initiating DHS Background Studies

Entities that initiate background studies are required by law to verify the background study subject's identity and document completion in NETStudy 2.0. This is a summary of acceptable forms of identification to be used for DHS background studies. The acceptable form of identification must include the full first and last name and complete date of birth. The identification documents in this list are for the submission of the background study only. Refer to the document *Acceptable Forms of Identification for DHS Background Study Fingerprinting* for identification that may be presented at an authorized live scan location.

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 original receipt for a primary or secondary identification document issued by the authority responsible for the document (e.g., a receipt from the Minnesota Driver and Vehicle Services for a new drivers' license). There are three types of acceptable receipts: A receipt showing that the subject has applied to replace the primary or secondary identification document;

1. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and photograph of the individual;
2. 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 valid* documentation of a secondary identification 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.
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- A certified marriage certificate, certified divorce decree, or other certified court order that specifies the legal name change.
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV).
- Foreign passport with special documents issued by the Commonwealth of Northern Mariana Islands (CNMI).
- Employment Authorization Document (Card) that contains a photograph (Form I-766).

- Driver's license issued by a Canadian government authority or a consular identification card issued by the Government of Mexico or other proof of identification issued by another government that is substantially similar and that DHS determines is acceptable proof.
- 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.
- ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- 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.

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.

***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.

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 Statutes, section 245C.05, subd. 2 (a).*

ACCEPTABLE FORMS OF IDENTIFICATION for DHS Background Study Fingerprinting

Background study subjects must bring an acceptable form of identification with them to the fingerprint and photo service location. All state-issued drivers' licenses and identity cards are accepted, and all passports are accepted. IDEMIA's pre-enrollment process provides a list of acceptable forms of identification. The list applies to study subjects regardless of age. Study subjects select which one they will bring to the fingerprint and photo service location during the pre-enrollment process.

At the fingerprint location, the study subject may provide a different form of identification if it is on the list of acceptable forms of identification and the study subject's name and date of birth on the identification are the match their information in NETStudy 2.0

- State issued drivers' license or identity card
- Passport
- Drivers' license permit issued by a state or outlying possession of the U.S.
- Drivers' license permit issued by a state or outlying possession of the U.S.
- Drivers' license paper/temporary issued by a state or outlying possession of the U.S.
- Enhanced Drivers' License (EDL)
- Commercial Drivers' License permit issued by a state or outlying possession of the U.S.
- Commercial Drivers' License permit issued by a state or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a territory of the U.S.
- Enhanced Tribal Identification Card (for federally recognized U.S. Tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. military identification card
- U.S. Coast Guard Merchant Mariner Card
- Military dependent's identification card
- U.S. passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian driver's license
- Mexican driver's license
- U.S. visa issued by the U.S. State Department Bureau of Consular Affairs for travel to or within, or residence within, the United States.

If a study subject does not have one of the acceptable forms of identification, the entity submitting the NETStudy 2.0 application may contact the DHS Background Studies Division by email at dhs.netstudy2@state.mn.us to request an exception. The email must include the study subject's background study number, the type of identification the entity used to verify the study subject's background study information, the type of identification the study subject is requesting to use, and the entity's provider number.