

# Identity Verification Requirements

(For Non-Kiosk In-Person Requests)

The District of Columbia Vital Records Division has a 100% identity verification policy. Proof of the requestor's identity is required no matter which ordering method is selected. Requestor must meet our identity and entitlement verification requirements in order to receive a certificate.

If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested. The following **Identity Verification Requirements** list the documents required as proof of identity to receive District of Columbia Birth, Death or Domestic Partnership (D.P.) certificates:

**All Applicants Will Provide** **One form of Primary Photo Identification** **PLUS** **Two Forms of Additional Identification**

**Primary Photo Identification** (must provide one from this list)

- State-Issued Driver's License\*
- State-Issued Non-Driver's ID Card\*
- Passport or Passport Card
- Permanent Resident Card
- Employment Authorization Card
- Department of State Card
- Military ID Card
- Law Enforcement ID\*\*
- Government Employee ID\*\*\*

**Additional Identification** (provide **two** from this list below **PLUS one** Primary Photo ID from above):

- Signed Social Security Card\*
- Social Security Disbursement Statement
- Unexpired Vehicle Registration/Title
- Utility bill dated within last 60 days\*
- Certified court documents
- Previous year's W2
- Pay stub within last 30 days\*
- Hospital Newborn Discharge document related to a birth occurring within the last year
- Official correspondence from US Citizenship

\*A photocopy or electronic image will be accepted in place of actual id/document.

\*\* Must meet entitlement verification requirements

\*\*\* Applies to Social Workers or other Government representatives only

To ensure the security of all DC birth, death, and domestic partnership certificates, the District of Columbia Vital Records Division strictly enforces identity and entitlement verification to receive these certificates. For questions or additional information, please check with the registration desk.