



# DC Department of Health

## Identity Verification Requirements (for kiosk and remote ordering)

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.

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 Who Pass Identity Quiz

Applicants will provide **one form of Primary Photo Identification** (one of the following valid, unexpired, undamaged forms of a government-issued photo-ID) If Primary Photo Identification is not available, please see requirements for Applicants Without Primary Photo ID below.

- 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\*\*

\* DC Superior Court subpoena or verification only    \*\* Applies to Social Workers or other Government representatives only

### Applicants Without Primary Photo ID

*who have passed Identity Quiz*

Applicants without any of the above **Primary Photo Identification documents must provide two forms of Alternate Identification from the list below.** (All options must show full name, current address and/or signature where appropriate)

- Valid, unexpired Employment ID Card with photo AND a pay stub dated within last 60 days
- Expired U.S. State-Issued Driver's License, Non-Driver's ID Card, or Passport (expired within last 5 years)
- School ID Card with photo from U.S. jurisdiction/territory issued or expired within last 3 years AND report card/transcript or other proof of school enrollment within 3 years
- Department of Corrections ID Card with photo or probation/discharge papers with photo
- Social Security Card
- Vehicle Registration / Title
- U.S. Selective Service Card
- Voter's Registration Card
- Federal Census records
- Court documents
- Pay stub within last 30 days
- Utility bill dated within last 60 days
- Valid DC ONE Card
- Previous year W2 or filed Federal Tax return
- DD214 (Military discharge/separation document)
- Legible printed copy of primary or secondary photo ID

### Applicants Who Don't Pass Identity Quiz

*who have Primary Photo ID*

Applicants who don't pass the Identity Quiz must provide **one Primary Photo ID + two forms of Additional Identification** (All options must show full name, current address and/or signature where appropriate)

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

- Social Security Card
- Utility bill dated within last 60 days
- Previous year W2 or filed Federal Tax return
- Vehicle Registration / Title
- Sealed court documents

For questions or additional entitlement information, please check with the reception desk.

<http://doh.dc.gov/service/vital-records>