DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

Identity Verification Requirements
(For 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 address on your vital records application must match the address on the applicable identity documents you provide. 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:

Option 1

Primary Photo Identification For Applicants who pass Identity Quiz

Applicants who pass the identity quiz and that have one form of primary identification (must be a valid, unexpired, undamaged form of 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***

*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 authorized Government representatives only

Option 2

Alternate identification for 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 identification 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 3 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 or Federal Bureau of Prisons ID Card with photo or probation/ discharge papers with photo
- Signed Social Security Card*
- Social Security Disbursement Statement
- Unexpired Vehicle Registration/Title
- U.S. Selective Service Card
- Voter's Registration Card issued within last 3 years
- Federal Census records issued within last 3 years
- Filed Court documents
- Pay stub within last 30 days*
- Utility bill dated within last 60 days*
- Valid DC ONE Card
- Previous year W2*
- DD214 (Military discharge/ separation document)
- Hospital Newborn Discharge document related to a birth occurring within the last year
- Official correspondence from US Citizenship and Immigration Services

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

Option 3

Additional identification for Applicants Who Don't Pass Identity Quiz but have Primary Photo ID

Applicants who don't pass the Identity Quiz must provide One Primary Photo ID + two forms of Additional Identification (all identification 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):

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

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

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.

https://dchealth.dc.gov/service/vital-records

revised Nov 2019