

APPENDIX B – IDENTITY DOCUMENTATION CRITERIA

1. The following criteria must be met by all VA employees, contractors, and affiliates prior to being issued a PIV card or Non-PIV Card.
2. FIPS 201-1, Section 2.2 states the applicant shall be required to provide two original forms of identity source documents. The identity source documents are taken from the list of acceptable documents included in *Form I-9, OMB No. 1615-0407, Employment Eligibility Verification*, dated August 7, 2009. At least one document shall be a valid State or Federal government-issued picture identification (ID).
3. Identity Document Criteria
 - a. The Registrar must examine each identity source document provided by the Applicant.
 - b. All identity source documents must be unexpired
 - c. Any document that appears invalid (e.g., absence of security hologram, or other known security features, on a State issued driver's license; absence of security features on a birth certificate or passport; smeared ink; missing information; etc.) is to be rejected by the Registrar and reported to the Office of Security and Law Enforcement (OSLE) for review.
 - d. Handwritten or photocopied documents are not acceptable.
4. Acceptable Identity Documents. Two forms of identification are required from Table 1: Acceptable Identity Documents. The following combinations are accepted:
 - a. Two forms of identification from Column A (Government Issued Photo ID);
 - b. One form of identification from Column A and one form from Column B (Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government); or
 - c. For persons under the age of 18 who are unable to present a document from Column A, the following documents are acceptable:
 - (1) School record or report card or
 - (2) Clinic, doctor, or hospital record.
5. Applicant Names
 - a. The name of the Applicant in the card request must match the name exactly as printed on at least one of the identity source documents. The names on the identity source documents must match using the examples in Table 2: Acceptable Name Mismatches and Table 3: Not Acceptable Name Mismatches.

b. Applicants with multiple last names may use the guidance for middle names in Table 2: Acceptable Name Mismatches.

c. An ID issued before a legal name change (e.g. birth certificate or driver's license) can be presented as one form of ID if a legal document (e.g. marriage certificate/license or a court order) is also presented linking the previous name to the current legal name. The linking document has to display both the former and current legal names. Both documents must be valid and not expired. For example, a married woman may use both a certified copy of her birth certificate displaying her maiden name and a driver's license displaying her married name as the 2 forms of ID compliant with PIV Guidelines as long as she provides a marriage license displaying both her maiden name and married name.

Table 1. Acceptable Identity Documents

<p style="text-align: center;">COLUMN A Government Issued Photo ID</p>	<p style="text-align: center;">COLUMN B Non-Picture ID and or Acceptable Picture ID not issued by Federal or State Government</p>
<ul style="list-style-type: none"> • U.S. Passport or U.S. Passport Card • Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • Foreign passport that contains a temporary I-551 stamp • Employment Authorization Document that contains a photograph (Form I-766) • Foreign passport with Form I-94 or Form I-94A • Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A • Driver's license or State issued ID card • Federal, state, or local government issued ID card • School ID with photograph • U.S. Military card • Military dependent's ID card • U.S. Coast Guard Merchant Mariner Card 	<ul style="list-style-type: none"> • Social Security Card • Original or certified Birth Certificate • Certification of Birth Abroad Issued by the Department of State (Form FS-545) • Certification of Report of Birth issued by the Department of State (Form DS-1350) • Voter's Registration Card • Native American Tribal Document • U.S. Citizen ID Card (Form I-197) • Identification Card for Use of Resident Citizen in the United States (Form I-179) • Employment Authorization document issued by the Department of Homeland Security • Canadian Driver's License
<p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p>	
<ul style="list-style-type: none"> • School record or report card • Clinic, doctor, or hospital record 	

Table 2. Acceptable Name Mismatches

Name	Acceptable Mismatches	
	First Name Source Shows	Second Name Source Shows
First	Single first name Example: "Mary" (with "L." given as middle initial)	First name as two words Example: "Mary Lou"
Middle	Single letter as middle initial Example: "L."	Middle name spelled out, first letter of the name matches the single letter Example: "Lawrence"
	Compressed middle name Example: "Heewan"	Properly-formed expansion of middle name Example: Hee-Wan
Last	Last name given in hyphenated form Example: "Smith-Jones"	Last name given in non-hyphenated form Example: "Smith Jones"

Table 3. Not Acceptable Name Mismatches

Not Acceptable Mismatches	First Name Source Shows	Second Name Source Shows
Apparent typo or transposition of letters in the name	"John"	"John"
	"Smyth"	"Smith"
Mismatch between given name and an alias or nickname	"Jim"	"James"
First and middle names swapped	"Eldon S. Smith"	"Scott Smith"
Mismatch of suffix	"Tom Smith Jr."	"Tom Smith"