

QUALIFIED APPLICANT REQUIREMENTS

All documents proving qualified applicant must be original documents; copies are not accepted

If you are the:

Parent: Picture ID -Must be listed on record

Self: Picture ID

Son/Daughter: Your birth certificate

Grandparent: Your son/daughter's birth certificate

Spouse: Marriage License

Brother / Sister: Your birth certificate

Legal Guardian: Certified court order

Attorney: Certified document to verify legal interest

IDENTIFICATION REQUIREMENTS

GROUP A: Primary Acceptable Identification:

- Driver's License;
 - Federal or State Identification card
 - Federal, State or City law enforcement employment identification card, or employment badge accompanied by employment identification card;
 - Offender Identification card issued by the Department of Criminal Justice correctional facility or institution;
 - Military Identification card;
 - Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
 - *Employment Authorization Document (EAD);
 - *Permanent Resident Card (green card);
 - *Travel Documents:
 - (-a-) Re-entry Permit;
 - (-b-) Refugee Travel Permit; or
 - (-c-) Advance Parole.
 - *SENTRI Card; or
 - *U.S. Citizen Identification Card
 - United States Department of State issued:
 - *Border Crossing Card (B1 for business or pleasure or B2 medical purposes); or
 - *Visa
- * Concealed Handgun License; Pilot's license
* United States Passport

GROUP B: Secondary Acceptable Identifications:

Please provide two (2) of Group B ID's

One document must contain the applicants name and signature and or an identifiable photo of the applicant

- Current student identification;
- Any Primary Identification that is expired;
- Signed Social Security card, or Numident;
- DD Form 214 Certificate of Release;
- Medicaid card; Medicare card;
- Veterans Affairs card;
- Medical insurance card;
- Foreign Passport accompanied by a Visa issued by the United States Department of State;
- Foreign Passport in accordance with the United States Department of State, Visa Waiver Program
- Certified birth certificate from the Department of State (FS-240, DS-1350 or FS-545);
- Private Company Employment Identification card
- Form I-94 - accompanied by the applicant's Visa or Passport;
- Mexican voter registration card; or
- Foreign Identification with identifiable photo of applicant

GROUP C: Supporting Documents: Please provide one (1) from Group B and 2 (Two) from Group C. Note: One document must contain the applicants name and signature and/or an identifiable photo of the applicant. Note: This list of items consists of other records or documents that aid in establishing the identity of the applicant.

- Recent utility bill with current address (must be current, show the same address and name of the requestor)
- Recent Paycheck stub (must show requestors name, company name and current address)
- Public assistance applications or letter (must be current and show requestors name and address)
- Signed valid voter's registration card (must be current and show your current address and name of requestor)
- Police report of stolen identification (must show requestors name, address and date filed)
- Official school transcript (must be certified by official seal)
- Bank account statement (must be a current statement showing requestors name and address)
- Social Security Letter
- Marriage License or Divorce Decree (original or certified copy)
- Certified birth certificate from a state other than Texas, District of Columbia or other country
- Automobile insurance card or contract (must show requestors name and be current and valid)
- Automobile title or registration (must show requestors name)
- Current lease agreement with name, address and signature
- Loan or installment payment contract; Promissory notes or loan contracts
- Court Order
- Property or Automobile titles or liens
- Fishing or Hunting License; Library Card
- Recent Medical Records and bills
- Religious records with signature of religious official
- Expired Secondary Document
- Recent Rent receipt with address and name
- Recent cell phone bill or contract
- Federal, state or local tax records (current tax return with name, address and signature)
- Dept. of Homeland Security Notices or correspondence