

EACH APPLICANT MUST PRESENT A VALID PRIMARY FORM OF IDENTIFICATION

QUALIFIED APPLICANT REQUIREMENTS

All documents proving qualified applicant must be copies from original documents

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 – No Identification May Be Expired More than 90 Days

GROUP A: Primary Acceptable Identification:

- Current Valid 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;
- United States Passport
- Concealed Handgun License; Pilot's License
- 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:
 - * Visa
 - *Border Crossing Card (B1 for business or pleasure or B2 medical purposes)

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 (must show current year);
- Any Primary Identification that is expired (not more than 90 days);
- 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. *Current* (documents may not be older than 60 days)

- Recent utility bill with current address (must be current, show the same address and name of the applicant)
- Recent Paycheck stub (must show applicant's name, company name and current address)
- Public assistance applications or letter (must be current and show applicant's name and address)
- Signed valid voter's registration card (must be current and show your current address and name of applicant)
- Police report of stolen identification (must show applicant's name, address and date filed)
- Official school transcript (sealed - must be certified with official seal)
- Bank account statement (must be a current statement showing applicant's name and address)
- Social Security Letter (must show applicant's name and address)
- 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 applicant's name and be current and valid)
- Automobile title or registration (must show applicant's name)
- Current lease agreement with name, address and signature
- Loan or installment payment contract; Promissory notes or loan contracts
- Court Order (must show applicant's name)
- Property or Automobile titles or liens (must show applicant's name and address)
- Fishing or Hunting License; Library Card (must show applicant's name)
- Recent Medical Records and bills (must show applicant's name and address)
- Religious records with signature of religious official
- Expired Secondary Document (no more than 90 days expired)
- Recent Rent receipt (computer statement with landlord's and applicant's name and address)
- Recent cell phone bill or contract (must show applicant's name and address)
- Federal, state or local tax records (current tax return with name, address and signature of applicant)
- Dept. of Homeland Security Notices or correspondence