IDENTIFICATION VERIFICATION GUIDELINES

A. ACCEPTABLE IDENTIFICATION DOCUMENTS

- Require at least one form of government-issued identification for registration. This should include full name, date of birth, permanent address, signature, and photograph (i.e. residency card, passport, military identification, driver’s license). This is the primary form of identification. This serves as proof of identity.

- Consider requesting two forms of identification to prove and confirm someone’s identity during registration and upon each subsequent visit. Acceptable forms of secondary identification must follow NYS DMV guidelines.

- Photocopy and maintain files for all forms of identification submitted to verify identity. If identification includes private information, such as a credit card or Social Security number, redact the private information only. Copies of identification should be given the same protections as confidential employee data; do not maintain identification copies if you cannot ensure adequate protections for personal identifying information (PII).

B. EVALUATING IDENTIFICATION DOCUMENTS

- Reject photocopied identification, expired identification, duplicate identification, or identification that shows signs of tampering such as:
  - Glue lines, raised or bumpy surfaces, especially by the photograph or birth date.
  - Pin holes on the surface.
  - Thickness; re-laminated identification documents may be thicker than normal identification documents.
  - Lamination lifting or peeling on corners.
  - Bubbles in the lamination.

- Compare the signature on identification documents with the signature on the Registration Form and Log Book.

- Assess validity of identification with the assistance of an identification verification guide book and/or electronic identification scanner. The guide book must provide visual examples of valid
identification in order for that form of identification to be accepted as a primary identification document. Guide books should be updated regularly.

• Refuse to accept school- or business- issued identification as primary identification, unless the school or business has provided certified samples of valid identification.