



Historical Records Theft: Strategies for Prevention and Response

This document offers **SUGGESTIONS** for identification verification. The content has been developed to be **comprehensive**, but **not all information will apply to your organization**. Please **review and modify** the structure and content to best meet the needs of your unique organization. It should represent your specific policies and procedures. **Using this template without revision is not recommended.**

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



Historical Records Theft: Strategies for Prevention and Response

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.