

List of Acceptable Documents - ACES

Identity proofing requires the applicant to provide one federal-issued verifiable credential with a photo or two state or local government-issued verifiable credentials, at least one of which must be a photo ID. IDs are to be presented to the notary performing the in-person confirmation of identity.

All ID information presented for Part 2: In-person Identification Form **must be filled in completely.**

Acceptable federal government-issued IDs

- Valid U.S. passport
- Valid U.S. military ID with photo
- Valid federal employee ID badge with photo
- Valid DoD CaC with photo

Acceptable state or local government-issued IDs:

- Valid state-issued driver's license
- Valid state-issued state ID
- Valid student ID from a state university or state college
- Certificate of naturalization with photo
- Social Security card
- Concealed Weapons permit
- Original or certified copy of state-issued birth certificate or birth abroad certificate
- State-issued Pilot's license

Other official forms of ID will be considered on a case-by-case basis provided they meet the above listed requirements.

The forms of ID presented must be free of any apparent defect on their face and must be within their validity periods as of the date that the in-person identification is performed. The photograph must be recognizable as belonging to the applicant.

In the event of a name change, please also present the original, or a notarized copy of the name-change documentation (marriage certificate, divorce decree, court-issued name change documents) and include a copy with the forms packet when submitting for processing.