

FORMS OF IDENTIFICATION THAT MAY BE USED

Identification (ID) is required for **all** requests for birth certification. That identification must be in the form of a **valid/unexpired** photo ID in order to determine the applicant is, in fact, the person they purport to be. The Florida Department of Motor Vehicles has stated that an individual's Florida Driver's license and/or Identification card may be expired up to one year, but it is still acceptable for use as a form of identification, s.322.18, F.S. The ID must be legible, intact, in one piece, not torn or in more than one piece; not taped or rubber banded together, etc.

Primary types of valid Photo ID:

- a. Motor vehicle operator's license;
- b. State ID card, issued by Department of Motor Vehicles;
- c. Passport;
- d. Military ID, DD Form 2:
 - 1). Active has green background;
 - 2). Retired has blue background;
 - 3). White Common Access Card.
- e. Military Dependent ID, active or retired, DD 1173;
- f. Learner's/Instruction Driver's Permit, if over 18 years of age;
- g. Resident Alien Card, Form 1-551 (permanent resident card) -- ID card issued by US Department of Justice- Immigration and Naturalization, Form I-197;
- h. Certificate of Naturalization;
- i. Inmate ID card issued on or after January 1, 1991, by Florida Department of Corrections (inmate still in custody of the department);
- j. Inmate ID issued by US Department of Justice (inmate still in custody of the department);
- k. If just released from penal institution, client should have a letter from institution or prison ID; for possible photo and identifying information, the vitals person can check Department of Correction website: <http://www.dc.state.fl.us/AppCommon/>.
- l. Pilot's License;
- m. Concealed Weapons License.

If applicant cannot produce any of the above, or the information cannot be verified, or the vitals person is unsure of the acceptability of the ID provided, send the applicant to the county office for their certification. In the event the applicant does not have any of the primary IDs listed above, you may refer the applicant to the county vital statistics office or refer to the TOM (Tax Collector Manual).

NOTE: If the tax collector vitals person can go into the Florida Driver's License System (FDLIS System) and view the applicant's photo and license information; this can be used as a primary type of ID, as long as the expiration date of the license/ID does not exceed 1 year.