

IDENTITY VERIFICATION DOCUMENTS

Acceptable identification documents for Paid Family and Medical Leave

You must provide identification verification documents with your Paid Family and Medical Leave application. Identification verification documents must also be provided for any authorized designated representative. **Please submit one stand-alone document OR two alternate documents from the list below.** Do not send originals.

Stand-alone documents (one of these)

- **Valid** United States government (federal or state) issued form of identification (i.e., passport, passport card, ID card, enhanced or standard driver's license, B1/B2 Visa Border Crossing Card, etc.)
- **Valid** United States Citizenship and Immigration Service ID. Acceptable forms are:
 - I-327 U.S. Permit to Re-Enter Travel Document
 - I-571 U.S. Refugee Travel Document
 - I-551 Permanent Resident Card
 - I-766 Employment Authorization
- **Valid** foreign government issued form of identification (i.e. passport, consular ID card, national identification card or "cedula" with signature and photo, etc.)
- **Valid** enrollment ID card from a federally recognized Indian tribe (must include your signature and photo)
- **Valid** U.S. Bureau of Indian Affairs issued ID card (must include your signature and photo)

Alternate documents (two of these)

- **Expired** United States government (federal or state) issued form of identification (i.e. passport, passport card, ID card, enhanced or standard driver's license, B1/B2 Visa Border Crossing Card, etc.)
- **Expired** United States Citizenship and Immigration Service ID. Acceptable forms are:
 - I-327 U.S. Permit to Re-Enter Travel Document
 - I-571 U.S. Refugee Travel Document
 - I-551 Permanent Resident Card
 - I-766 Employment Authorization
- **Expired** foreign government issued form of identification (i.e. passport, consular ID card, national identification card or "cedula" with signature and photo, etc.)
- Adoption papers
- Certified U.S. or foreign birth certificate
- Certified birth registration card (must include your name, date of birth, place of birth, file date, and issue date)
- Valid concealed weapons permit issued by a state or county agency
- Consular Report of Birth Abroad
- Ward of the Court decree/Order of Dependency
- Clearance letter or driving record from a state DMV
- Certified divorce decree
- Certified marriage license/certificate
- Professional license (nurse, physician, engineer, etc.)
- School transcript or record
- Valid student identification card issued by a nationally accredited college or university
- Transportation Worker Identification Credential (TWIC)
- Vehicle registration or title (a quick title isn't acceptable)
- Home utility bill (gas, electric, water, garbage, sewer, landline phone, TV, internet, ISTA)
- DSHS benefits letter (medical, food, etc.)
- Proof of home ownership (mortgage documents, property tax documents, deed, title, etc.)
- Business mail from a state, federal, tribal, county, or city government entity
- Individual Tax Identification Number (ITIN) letter from Internal Revenue Service (IRS)
- Home owners or renter's insurance policy
- Auto insurance policy or bill
- Pay check or pay stub with the employer's name and phone number or address
- W-2 form from an employer, or form 1099
- Moorage document (bill, contract, etc.)