

1. PRIMARY IDENTIFICATION

Bring One Original of the following documents with complete name

- U.S. birth certificate, including some U.S. territories and District of Columbia (birth certificates from Puerto Rico must have an issue date after July 1, 2010)
- Valid U.S. passport or passport card
- Consular Report of Birth Abroad
- Certificate of Naturalization, form N-560 or form N-570
- Certificate of Citizenship, form N-560 or form N-561

Notes:

- Only a birth certificate issued by a county health department or the CDC Bureau of Vital Statistics will be accepted. Hospital birth certificates are not considered a certified document and will not be accepted.
- When applicable, marriage certificates, court orders or divorce decrees must be provided to link the name on the primary identification to the name on the driver license or ID card.

2. PROOF OF SOCIAL SECURITY

Bring One Original of the following documents with complete name and Social Security number

- Social Security card
- W-2 form (not handwritten)
- Paycheck/stub
- SSA-1099
- 1099 form (not handwritten)



3. PROOF OF RESIDENTIAL ADDRESS

Bring Two of the following documents, copies are accepted

Note: Current driver license or ID card may not be used as proof of residential address.

- Household information document- Deed, mortgage, monthly mortgage statement, or residential rental/lease agreement
- Florida Voter Registration Card
- Valid Florida Vehicle/Vessel Registration or Title
- Utilities bills – (Ex. water, gas, electricity, cell phone, cable) (must be dated within the last 30 days)
- Automobile Payment Booklet (must be dated within the last 30 days)
- Selective Service card (must be dated within the last 30 days)
- Medical or Health card and/or Medical bill (must be dated within the last 30 days)
- Homeowner's and/or Automobile insurance policy or bill (must be dated within the last 30 days)
- Employer Documentation (W-2 form or 1099 form, paycheck stub)
- A letter from a homeless shelter, transitional service provider, or half-way house verifying that the customer resides at the shelter address (must be dated within the last 30 days)
- Financial Statements (bank, credit cards or investment accounts) (must be dated within the last 30 days)
- Mail/Documents issued by Federal, State, County or City government agencies (including city and county agencies) (must be dated within the last 30 days)
- A letter from a homeless shelter, transitional service provider or half-way house verifying they receive your mail. The letter must be accompanied by a completed and notarized [Certification of Address Form](#)

Clients who do not have any of the above documents in their name may provide two proofs of residential address (see below) from a parent, step-parent, legal guardian or other person with whom they reside and a [Certification of Address](#) form.



Two acceptable proofs of residential address (in the name of the person you reside with)

Must provide **one (1)** household information document with the residential address in the name of the person you reside with:

- Deed
- Mortgage Agreement
- Recent Monthly Mortgage Statement
- Rental or Lease Agreement

Must provide **one (1)** supporting document with the residential address in the name of the person you reside with:

- Florida Voter Registration Card
- Selective Service Card
- Florida Vehicle or Vessel Documentation
- Utility Bills dated within the last 30 days (ex. water, gas, electricity, telephone/cell, cable, etc)
- Financial Statement dates within the last 30 days (ex. bank, credit card or investment account statements)
- Professional license issued by a U.S. government agency
- Employer Documentation dated within last 30 days (ex. paycheck stub, W-2 form)
- Insurance policy or bill for homeowner's and/or automobile dated within last 30 days
- Documents issued by federal, state, county or city government agencies dated with last 30 days
- FDLE Registration form completed by the local sheriff's department or Department of Corrections dated with last 30 days