FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-144-ELI

REQUIRED DOCUMENTATION FOR PROOF OF IDENTITY

Date:	**Subtopic(s):**
October 30,2006	Verification of Identity

🖥 This procedure can now be accessed on the FIAweb.

The purpose of this policy bulletin is to inform Job Center Staff that the documentation list for proof of identity in the existing Job Center Operations Manual is obsolete. This policy bulletin serves as informational for all other staff.

The list of primary and secondary documentation acceptable for establishing identity of persons included in the application has been updated to conform to the Office of Temporary and Disability Assistance (OTDA) TA/FS Documentation/Verification Desk Guide (**LDSS-3666**). Birth certificates are now listed as secondary documents for proof of identity. Below are the primary (Group I) and secondary (Group II) lists of acceptable documentation to verify identity.

Group I: Obtain one form of primary documentation

- Photo I.D.
- Driver's license
- U.S. passport
- Naturalization certificate
- Hospital/doctor's records
- Adoption papers

Group II: Obtain two forms of secondary documentation

- Statement from another person
- Social Security number
- Birth/baptismal certificate

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Distribution: X

The information in the Job Center Operations Manual will be updated at a later date. Until then, staff must adhere to the lists above and/or utilize the **LDSS-3666** to determine acceptable documentation.

Effective Immediately