

FORMS OF IDENTIFICATION:

Identification (ID) is required for all requests for Birth Certificates. Birth Certificates can be requested by the individual if they are 18 years or older or the parents listed on the birth certificate. Other circumstances should contact vital statistics.

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.

1. Primary Types of Valid Photo ID:
 - a. Driver's License
 - b. State ID card, issued by Department of Motor Vehicles
 - c. Passport
 - d. Military ID, DD Form 2
 - 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 1-197
 - 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

Note: In the event the applicant does not have any of the primary IDs listed above, the list below can be used.

2. Secondary Types of Valid ID: must have a minimum of **THREE** of the following; must be valid/unexpired:
 - a. Car Registration - must be valid; cannot be used with any other car related documentation;
 - b. Consular Report of Birth Abroad of a Citizen of the USA, FS 240;
 - c. Employment Photo ID with notarized statement from employer indicating they are currently employed;

- d. School photo ID with notarized statement from school indicating they are currently enrolled
- e. Credit/Debit card with photo
- f. Health insurance card
- g. Life insurance policy
- h. US Military Discharge papers, DD 214
- i. US Selective Service card if through the school system
- j. Motor vehicle operator's license if it provides a description rather than a photo (**a temporary driving permit is not acceptable**)
- k. Vehicle insurance card
- l. Vehicle title
- m. Voter registration card
- n. Social Security Card
- o. Current Traffic Citation (**within last 90 days**)
- p. Recent DMV Receipt with name
- q. Employment ID that provides a description rather than a photo (**notarized by employer**)
- r. Marriage License
- s. Current W2 or Pay Stub
- t. Property Tax Bill
- u. WIC, Medicaid, Food Stamp card, or other social services form or identification. If client or client's child (in cases of illegal alien who has no valid ID) is receiving services through one of the county health department programs, their case worker can assist them in obtaining the birth certification
- v. Bill or other piece of mail addressed to applicant at the address he/she is providing (**can only provide one of this type**)

Please Note: The Tax Collectors Office cannot produce any of the documents above for the client; the documents will need to be provided by the applicant to be accepted. If you cannot produce any of the above, the information cannot be verified, or the Tax Clerk is unsure of the acceptability of the ID provided, they will be forced to decline your application and you should then go through vital statistics to try and obtain your Birth Certificate.

Please Note: Birth Certificates are only issued at our Park Avenue office.