

90-150 APPENDIX C. IDENTIFICATION DESK AID

ACCEPTABLE IDENTITY DOCUMENTS The following items are acceptable forms of ID, in the absence of obvious discrepancies in the document. They must include a photo or a physical description. See [GRPG 90-150.1.C](#). One form of ID is required from this list along with completion of fingerprinting and photographing.

ACCEPTABLE	UNACCEPTABLE
California Driver's License	DMV Receipt
California DMV ID card	DMV receipt; other state's DMV ID
Other state's driver's license or ID (with photo or description)	Driver's license without photo or description
U.S. Military Card with photo or description (Examples: active duty, reserves, retired, dependent with adult photo, Standdown, VA)	DD214, non-military government IDs (Examples: HHSA IDs, Civil Service IDs, civilian employee IDs)
U.S. passport	Foreign passports
CIS documentation with photo (may be expired)	CIS documents without photo
Birth Certificate (for MFG children aided in the GR program)	
Department of Corrections Inmate ID Card	

OTHER IDENTITY DOCUMENTS When a GR applicant does not have acceptable ID, other types of verification may be found acceptable for 60 days from the date that the acceptable ID was requested. Verifications must be approved and signed off by a supervisor. Please follow the guidelines in the table below. See [GRPG 90-150.D](#).

Note: Actual ID must be documented in the case file within 60 days. If a case has previously been closed for failure to provide acceptable identification, other ID documents are not acceptable.

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OTHER IDENTITY DOCUMENTS (continued)

ID TYPE	DOCUMENTATION NEEDED
Contact with the applicant's immediate family members	<p>Immediate Family = mother, father, brother, sister, husband, wife, child</p> <p>(No grandparents, cousins, guardians, friends, ex-workers/current workers, etc.)</p> <p>Ask relatives personal questions to identify them. They should know the applicant's age, physical description, parents' or children's names, birth place, etc. Get the relative's ID, if possible. Do not allow the applicant to coach the relative.</p> <p>If the relative is in the office, take a sworn statement. If verification is done by phone, complete Third Party Verification, Form 11-14 HHSA.</p> <p>Supervisor must sign off on verification. A Case Comment is not acceptable.</p>
Contact/ documents from law enforcement officer, probation or parole officer	<p>Information gathered by phone should include applicant's vital statistics and physical description.</p> <p>Traffic/trolley citations can be accepted with other verifications.</p> <p>Applicant's parole ID letter is acceptable with photo or phone verification.</p> <p>The supervisor must sign verification or form 11-14 HHSA. A Case Comment is not acceptable.</p>

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90-150 APPENDIX C. IDENTIFICATION DESK AID, Continued

OTHER IDENTITY DOCUMENTS (continued)

ID TYPE	DOCUMENTATION NEEDED
Information from other HHSA case records	<p>Verifications obtained from other case records must agree with applicant's current statements to be acceptable.</p> <p>Case can be any aid category, but must be a San Diego County case only.</p> <p>If information is verified by clearance process, complete form 07-104 HHSA, Summary of Information from Evidence Viewed.</p> <p>Applicant must be able to identify case information (case address, SSN, DOB, AKAs, other people on case).</p> <p>The supervisor must sign form 11-14 HHSA or form 07-104 HHSA. A Case Comment is not acceptable.</p>
Preponderance of evidence viewed	<p>The supervisor will make this judgment. Evidence may include:</p> <ul style="list-style-type: none"> • Several pieces of mail addressed to the client over a period of time; • Credit card account statements; or • Other financial records

DO NOT ACCEPT

Do not accept the following documents as proof of identification in any combination. See [GRPG 90-105.1.E](#).

- Baptismal Certificate
- Check Cashing Card
- Credit Card
- Membership Card
- MTS Transit ID
- Social Security card
- Student ID card
- Voting Stub