

# ACCEPTABLE IDENTIFICATION DOCUMENTS

All documents must be originals unless otherwise indicated. Photocopies will not be accepted.

One separate document must be presented for each category (residence, date of birth, and signature). The same document **CANNOT** be used as proof for more than one category. For example, a cancelled personal check can be used to prove residence or signature, but not both.

## MASSACHUSETTS RESIDENCE - ANY ONE OF THESE WILL BE ACCEPTED

- MA LEARNER'S PERMIT** – Must be Current
  - MA DRIVER'S LICENSE OR ID** - Current or expired less than 12 months
  - MA REGISTRATION CARD** – Must be current
  - W-2 FORM** from current or immediate prior year that displays residential address
  - UTILITY BILL** - Gas, electric, telephone, cable, or heating oil bill, less than 60 days old, containing applicant's name and residential address
  - CELL PHONE, CREDIT CARD, DOCTOR OR HOSPITAL BILL**- Must be less than 60 days old
  - CAR INSURANCE POLICY OR BILL** – Must be less than 60 days old
  - CAR LOAN PAYMENT BOOK** – Must be current and display residential address
  - ATM/DEBIT CARD STATEMENT** with name and residential address, less than 60 days old
  - BANK STATEMENT** or transaction-related document, less than 60 days old, on a form generated by the issuing bank. This must display the bank's name and mail address, and the applicant's name and residential address. Must also have been received through mail by applicant
  - BANK CHECKBOOK** with the applicant's preprinted name and residential address
  - CANCELLED PERSONAL CHECK** with signature of applicant and preprinted residential address and dated less than 60 days earlier. A copy is acceptable if printed on a sheet with other cancelled checks and issued as part of a bank monthly statement that is less than 60 days old
  - BANK PASSBOOK** with applicant's name and residential address printed or written in a designated place in the passbook.
  - PAY STUB** - Pre-printed with employer's name and address and applicant's name and residential address. This must be less than 60 days old
  - TUITION BILL OR STUDENT LOAN COUPONS** with residential address, with a due date not more than 12 months earlier
  - SCHOOL TRANSCRIPT** – Must be an original with name and residential address and must be less than 12 months old
  - MA SCHOOL LETTER** - Original letter issued and signed by the principal, headmaster, or official keeper of records of a MA school (including a college or university) that is on school letterhead and states that the applicant currently is an enrolled student and includes the applicant's name and residence
  - HOME MORTGAGE LEASE OR LOAN CONTRACT** - Examples include Retail Installment Sale Agreement and Motor Vehicle Installment Sale Contract with the applicant's name, residential address, and signature. Must be less than 12 months old
  - HOME OWNERS OR RENTERS INSURANCE POLICY** – Must be current with applicant's residential address for current or immediate prior year
  - PROPERTY TAX OR EXCISE BILL** that is for the current or the immediate prior year and contains the applicant's name and residential address
  - CREDIT REPORT** - Issued by Experian, Equifax, or TransUnion. This must be less than 12 months old
  - COURT ORDER** - Certified or attested copy from federal, state, or county court within the U.S. that contains a raised court seal and includes the applicant's name, residential address, and DOB. Examples include an adoption, a name change, and a gender change document. This must be less than 12 months old
  - MEDICAID CORRESPONDENCE** - This must be less than 6 months old
  - ANNUAL PENSION OR RETIREMENT STATEMENT** for the current or immediate prior year
  - SOCIAL SECURITY STATEMENT** for the current or immediate prior year
  - FIRST-CLASS MAIL FROM ANY FEDERAL OR STATE AGENCY** that displays residential address
  - VOTER REGISTRATION** signed and certified by city/town clerk
  - PROFESSIONAL LICENSE** - Current MA-issued Professional License that displays residential address
  - JURY DUTY SUMMONS** – This must be less than 12 months old
  - CENSUS OR CENSUS VERIFICATION** for current year
  - MA FIREARMS CARD** with photo, signature, residential address, and date of birth. Must be current or expired less than 12 months
- 18 – 21 year old applicants**
- Notarized statement from parent/legal guardian that states applicant currently resides in the parent/guardian's home

## DATE OF BIRTH - ANY ONE OF THESE WILL BE ACCEPTED

- MA LEARNER'S PERMIT** – Must be current
- MA LICENSE OR ID CARD** – May be current or expired
- OUT-OF-STATE LICENSE** with photo and date of birth issued by a state, territory, or possession of the U.S., D.C., a province of Canada, or a state of Mexico or the Federal District of Mexico City
- U.S. OR NON U.S. PASSPORT** – Including passport card, with photo. Non-U.S. passport must contain current Visa and I-94 form
- BIRTH CERTIFICATE ISSUED IN THE U.S.** – Must be original and issued in the U.S. or its territories. If a copy, must be certified by the agency that issued the original, or a copy certified by a Bureau of Vital Statistics or a state Board of Health within the U.S. Hospital-issued certificates are not acceptable
- BIRTH CERTIFICATE ISSUED OUT-OF-COUNTRY** – This must be certified by the agency that issued it. If it is not in English, the certificate must be translated by a certified translator
- CERTAIN BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES DOCUMENTS** and other U.S. Government immigration documents (See list of Official Immigration Documents)

**DATE OF BIRTH – continued from front**

- U.S. MILITARY ID** (or military dependent) with photo and date of birth
- U.S. MILITARY DISCHARGE PAPERS** (DD 214) with date of birth
- U.S. COAST GUARD MERCHANT MARINER CARD** with photo and date of birth
- MARRIAGE CERTIFICATE ISSUED IN THE U.S.** – Must be an original or certified copy with date of birth listed
- BAPTISMAL CERTIFICATE** – Must be an original or certified copy, provided the original certificate was issued within one year of the applicant’s birth by a church in the U.S. and contains the applicant’s date of birth
- COURT ORDER** - Certified or attested copy from federal, state, or county court within the U.S. that contains a raised court seal and includes the applicant’s name, residential address, and DOB. Examples include an adoption, a name change, and a gender change document
- MA SCHOOL LETTER** – Original letter issued and signed by the principal, headmaster, or official keeper of records of a MA school (including a college or university) that is on school letterhead and states that the applicant currently is an enrolled student and includes the applicant’s name and date of birth
- MA FIREARMS CARD** with photo and date of birth

**SIGNATURE - ANY ONE OF THESE WILL BE ACCEPTED**

- SOCIAL SECURITY CARD**
- U.S. OR NON-U.S. PASSPORT** - Including passport card with photo. Non-U.S. passport must contain current Visa and I-94 form
- MA LEARNERS PERMIT** – Must be current
- MA DRIVER’S LICENSE OR ID CARD** – Can be current or expired
- OUT-OF-STATE LICENSE** with photo and signature issued by a state, territory, possession of the U.S., D.C., province of Canada, or a state of Mexico or the Federal District of Mexico City
- CERTAIN BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES DOCUMENTS** and other U.S. Government immigration documents (See list of Official Immigration Documents)
- CANCELLED PERSONAL CHECK** with signature of applicant and preprinted residential address. A copy is acceptable if printed on a sheet with other cancelled checks and issued as part of a bank monthly statement
- MARRIAGE CERTIFICATE** - Original or certified copy of a U.S. issued Marriage Certificate
- LEASE OR LOAN CONTRACTS** with name and signature
- U.S. MILITARY ID** - Or military dependent ID, with photo and signature
- U.S. COAST GUARD MERCHANT MARINER CARD** with photo and signature
- U.S. MILITARY DISCHARGE PAPERS** (DD 214), with signature
- SELECTIVE SERVICE CARD** with name and signature
- PHOTO ID** - Current or expired ID with photograph and applicant’s signature, issued by a U.S. agency, the District of Columbia, a state or state agency, a municipality, a territory, or a possession of the U.S., a province of Canada, or a state of Mexico or the Federal District of Mexico City. This cannot be a state college or University ID
- MA FIREARMS CARD** with photo and signature

**OFFICIAL U.S. IMMIGRATION DOCUMENTS**

If the document has an expiration date which has passed, the document is not acceptable.

- Certificate of Naturalization.....N-550, N-570, or N-578
- Certificate of Citizenship.....N-560, N-561, or N-645
- U.S. Citizen Identification Card.....I-179 or I-197
- Permanent Resident Card (“Green Card”).....I-551
- Temporary Resident Identification Card.....I-688
- Record of Arrival and Departure.....I-94 (I-94 and the valid non-U.S. Passport count as only one document)
- Processed for I-551 stamp (in valid, Foreign Passport)
- U.S. Permanent Resident Re-entry Permit.....I-327
- U.S. Refugee Travel Document.....I-571
- Employment Authorization Card.....I-688B, I-766
- Documents specific to the applicant based upon decisions of the U.S. Department of State, U.S. Department of Justice (including Executive Office for Immigration Review, Board of Immigration Appeals and former Immigration and Naturalization Service), or U.S. Department of Homeland Security (including Bureau of Citizenship and Immigration Services)

A non-U.S. passport must contain a current visa and be presented with an I-94 Record of Arrival and Departure, unless you have a Permanent Resident Card or other change in status. The I-94 can be either a paper version from U.S. Customs and Border Protection or a printout of an electronic version downloaded from their website: [www.cbp.gov/i94](http://www.cbp.gov/i94)