

Proof of Identity

Identity document(s) must equal 3 points. Consult the chart below for document point values.
Original documents must be presented. Photocopies are *not* accepted.

<u>Documents Worth 3 Points:</u> Must be the <i>original</i> document, <i>expired for one year or less</i> , with a photograph, full name, and date of birth.	<u>Documents Worth 2 Points:</u> Must be the <i>original</i> document, unexpired, with the applicant's name.	<u>Documents Worth 1 Point:</u> Must be the <i>original</i> document, unexpired*, with the applicant's name.
<u>Adults and Minors:</u> U.S. Documents: • U.S. Driver's License • U.S. State ID • U.S. Passport • U.S. Military ID • U.S. Veteran ID Card or Veteran Health ID Card • U.S. Tribal Photo ID Card • U.S. Permanent Resident Card (Green Card) • Certificate of Naturalization (w/photo) • Municipal/Local Government ID, including METRO ID cards. • Employment Authorization Card • U.S Accredited Educational Institution Photo ID • Released Offender Photo ID (Issued by federal, state, or local criminal justice agency) • U.S. State Department Visa (including Border Crossing Card) International Documents: • Consular Identification (CID) • Foreign Passport • Foreign Driver's License • Foreign National ID Card • Foreign Military ID (incl. Veteran ID Card) • Photo identification card with name, address, date of birth, and expiration date issued by another country to its citizens or nationals as an alternative to a passport for re-entry to the issuing country <u>Renewal of Adult Enhanced Library Card:</u> • Previous Enhanced Library Card (accepted up to one year after expiration).	<u>Adults and Minors:</u> • Social Security Card • Voter Registration Card • U.S. Individual Taxpayer Identification Number (ITIN) authorization letter • Federal, State, or local government employee ID card (w/photo) • Employee ID Card (Issued by an employer located in the U.S.) • U.S. Union Photo ID • U.S Accredited Educational Institution ID without a photo • Prison/Jail Discharge ID or documents without a photo (incl. medical records or parole decisions) • School Enrollment Form for the Applicant (Issued by a state of Texas school district, charter school, or private school) • Certificate of Age (Issued by Texas Workforce Commission) • Any of the following documents issued by the Department of Homeland Security (incl. ICE and USCIS): ○ Approval notice of an immigration benefit, (Form I-797; I-797A, B, or D) ○ Certificate of Naturalization (no photo) ○ Form I-94 Arrival/Departure Record ○ Order of Release on Recognizance I-220A Services (w/ photo and DOB) ○ Order of Supervision Form I-220B (w/ photo and DOB) • Verification of Release Form or Card (Issued by the U.S. Department of Health and Human Services, Office of Refugee Resettlement) • Written verification issued by a hospital, health care provider, or social services agency located in the state of Texas verifying that the applicant's identity (must be signed and dated on official agency letterhead).	<u>Adults and Minors:</u> • *Government issued IDs from 3-point column if expired for 1-5 years. • Certificate of marriage, domestic partnership, civil union, divorce or dissolution of marriage, domestic partnership or civil union. If from outside the U.S., with a notarized translation. • Birth certificate of applicant or applicant's child, issued by a State or Territory, a locality of a State or Territory, or by the U.S. State Department, listing applicant as birth parent. • Birth certificate from outside of the U.S., with notarized translation. • Texas adoption record of the applicant or the applicant's child • Electronic benefit transfer (EBT) card • Medical or Immunization Records (Certified by a medical provider) • Medicare Card or Medicaid Card, license, or other federal document (Texas Medicaid/Your Texas Benefits Card issued by Texas Health and Human Services) • Social Security Benefits Verification Letter or other official letter (Issued by the U.S. SS Administration or a state of Texas Assistance Office) • U.S. Military Discharge Forms (Issued by Dept. of Defense or National Personnel Records Center) • Transcript from a U.S. high school or post-secondary school • Diploma from a U.S. high school, high school equivalency, or post-secondary school • Diploma from a non-U.S. high school or equivalent, or post-secondary school, with notarized translation. • Bank Card or Sam's/Costco Club Card (w/name and photo) • ID cards issued by a state of Texas community or social service agencies.

Proof of Residency

All applicants must present ONE of the following documents. Applicant's name and Texas residential address must be on the document.

Digital/electronic residency documents *are* accepted.

The following must be current and unexpired:

- Applicant's Level 1, Level 2, or Level 3 Proof of Identity document that displays their current Texas address (Example: current Texas Driver's License or State ID)
- Current Texas vehicle title or registration with address on it
- Current residential property lease or sublease that includes the lease term, rent amount, utilities terms, and lessor/sublessor contact information

The following must be dated within **60 days**:

- Utility bill: gas, electric, garbage, water, internet/cable/landline.
- Insurance bill: homeowner's, renter's, health, life, or automobile insurance
- Local mortgage payment receipt
- Bank account statement
- Employment pay stub
- Jury summons or court order issued by a federal, state, or municipal court
- USPS Change of Address confirmation (dated within the 60-day period prior to the application submission)
- Written verification issued by a homeless service agency within the state of Texas confirming residency (original, signed copy on official letterhead)
- Written verification issued by a hospital, health clinic, social services agency, or faith-based agency located within the state of Texas verifying residency (original, signed copy on official letterhead)
- If a certified copy of a marriage certificate is presented at the time of application, an applicant may prove residency using documents bearing the name of their spouse.

The following must be dated within **1 year**:

- Federal income tax or refund statement
- Letter or document issued by the U.S. Internal Revenue Service addressed to the applicant regarding the applicant's personal tax status (dated within the 12-month period prior to application submission)

The following must be dated within the **current school year**:

- Proof that the applicant has a minor child or is a minor* currently enrolled in a school located within the state of Texas
- Letter or record addressed to the applicant from a school, college, or university located in Texas that the applicant or the applicant's child attends

**Note: If a minor is unable to provide residency documents, a parent or legal guardian may verify the minor's residency, provided the parent/guardian would be eligible for an HCPL Photo ID Library Card themselves.*

**Homeschooled Children: The parent/legal guardian will need to provide residency documents according to the Note above.*