Dear Customer:

An ID is needed to process your application. Please select one of the three groups below and provide the requested items.

1. One (1) Item from **Group A OR**
2. Two (2) Items from **Group B OR**
3. Three (3) Items one (1) item from **Group B PLUS two (2) items from Group C**

1 **Group A** – **PRIMARY ACCEPTABLE ID** - Please provide one (1) of Group A ID

Note: The document must contain the applicants name and signature and or an identifiable photo of the applicant

- Driver's License;
- Federal or State Identification card;
- Federal, State or City law enforcement employment identification card, or employment badge accompanied by employment identification card;
- Offender Identification card issued by the Department of Criminal Justice correctional facility or institution;
- Military Identification card;
- Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
  - Employment Authorization Document (EAD);
  - Permanent Resident Card (green card);
  - Travel Documents:
    - Re-entry Permit;
    - Refugee Travel Permit; or
    - Advance Parole.
  - SENTRI Card; or
  - U.S. Citizen Identification Card.
- United States Department of State issued:
  - Border Crossing Card (B1 for business or pleasure or B2 medical purposes); or
  - Visa
- Concealed Handgun License;
- Pilot's license; or
- United States Passport.

2 **Group B** - **SECONDARY ACCEPTABLE ID** - Please provide two (2) of Group B ID’s

Note: one document must contain the applicants name and signature and or an identifiable photo of the applicant

- Current student identification;
- Any Primary Identification that is expired;
- Signed Social Security card, or Numident;
- DD Form 214 Certificate of Release;
- Medicaid card or Medicare card;
- Veterans Affairs card;
- Medical insurance card;
- Foreign Passport accompanied by a Visa issued by the United States Department of State;
- Foreign Passport in accordance with the United States Department of State, Visa Waiver Program;
- Certified birth certificate from the Department of State (FS-240, DS-1350 or FS-545);
• Private Company Employment Identification card;
• Form I-94 - accompanied by the applicant's Visa or Passport;
• Mexican voter registration card; or
• Foreign Identification with identifiable photo of applicant.

**Group C – SUPPORTING DOCUMENTS** - Please provide **One (1)** From Group B and **(2)TWO FROM GROUP C**

**Note:** one document must contain the applicants name and signature and or an identifiable photo of the applicant

**Note:** This list of items consist of other records or documents that aid in establishing the identity of the applicant.

• Recent Utility bill with current address
• Recent Paycheck stub
• Public assistance applications or letters
• Signed valid voter’s registration card
• Police report of stolen identification
• Official School transcript
• Bank account statement
• Social security letter
• Marriage license
• Divorce decree
• Certified birth certificate from a state other than Texas, District of Columbia or other country
• Automobile insurance card or contract
• Lease agreement
• Loan or installment payment contract
• Promissory notes or loan contracts
• Court order
• Property titles or liens
• Automobile titles
• Library card
• Fishing or hunting license
• Recent Medical records and bills
• Auto registration
• Religious records w/signature of religious official.
• Expired secondary document
• Recent Rent receipt with address and name
• Recent Cell phone bill or contract
• Federal, state, or local tax records
• Dept. of Homeland Security Notices or correspondence
Authorization Form

State of: Texas

I request that Vital Statistics in Austin, Texas allow: Nicole Borgardts and Kristin Perry (authorized agents) to obtain a certified copy of the birth certificate of: ____________________________ on my behalf.

My relationship to the person on the certificate is: __________________

My relationship to the person picking up the certificate is: Authorized Agent

Information on the birth certificate:

Name: ______________________________________________________

Date of Birth: ________________________________________________

City of Birth: __________________________________________________

Full Name of Father: ____________________________________________

FULL MAIDEN Name of Mother: ____________________________________________

Signature: _______________________________________________________ 

Date: ______________________________

Notary Signature and Stamp: _______________________________________

ID Submitted to Notary: ____________________________________________

**The State of Texas requires that this form have a notary’s signature and stamp and list what ID(s) were used in order to obtain the birth certificate.