Qualified Applicant Requirements

All documents proving qualified applicant must be original documents; copies are not accepted.

Parent

- Picture ID from list of primary identification
- Parent’s name must be listed on birth certificate

Self - Picture ID from list of Primary identification

Grandparent

- Picture ID from list of Primary identification
- Must provide relationship to the grandchild such as birth certificate of Mother/Father of the child
- Related parent must be listed on requested birth certificate

Spouse

- Picture ID from list of Primary identification
- documentation associated with the marriage such as marriage certificate

Son/Daughter

- Picture ID from list of Primary identification
- Must provide relationship to the Parent such as their birth certificate
- Related parent must be listed on requested birth certificate

Brother/Sister

- Picture ID from list of Primary identification
- Document that associates them to the sibling such as siblings birth certificate showing same parent

Legal Guardian

- Picture ID from list of Primary identification
- Certified Court Order showing legal custody

Attorney

- Picture ID from list of Primary identification
- Certified copy of a court issued document that establishes legal interest
- Bar Card

Proof of Eligibility
Each applicant must present a valid primary form of identification along with their application. If the applicant is unable to present a valid primary form of identification, two secondary forms of identification are required - one of which bears the applicant's signature.

**Forms of Identification**

All applicants for certificates must present proof of identity satisfactory to the department. All documents must be verifiable. There are three categories of documents that may be presented to establish proof of identity. A copy will be made of the identification and retained with the certificate order. The acceptability of the identification presented by the customer is at the discretion of the Local Registrar and/or Deputy Registrar. Additional documentation may be requested:

Three general categories of documents are used to establish the identity of a “Properly Qualified Applicant.”

1. **Primary Acceptable ID** – one (1) required -OR-
2. **Secondary Acceptable ID** – two (2) required -OR-
3. **Supporting Documents** – one (1) Secondary Acceptable ID and two (2) Supporting Documents required

**Texas Administrative Code Rule §181.28 (i)**

(10) Primary Identification.

(A) Primary Identification documents do not require supporting instruments, unless otherwise specified.
(B) All acceptable Primary Identification documents must be current and valid.
(C) The applicant's identification must contain the applicant's name and photograph that establishes the applicant's identity.
(D) Acceptable forms of Primary Identification:
   (i) Driver's License;
   (ii) Federal or State Identification card;
   (iii) Federal, State or City law enforcement employment identification card, or employment badge accompanied by employment identification card;
   (iv) Offender Identification card issued by the Department of Criminal Justice correctional facility or institution;
   (v) Military Identification card;
   (vi) Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) issued:
      (I) Employment Authorization Document (EAD);
      (II) Permanent Resident Card (green card);
      (III) Travel Documents:
         (-a-) Re-entry Permit;
         (-b-) Refugee Travel Permit; or
         (-c-) Advance Parole.
      (IV) SENTRI Card; or
      (V) U.S. Citizen Identification Card.
   (vii) United States Department of State issued:
      (I) Border Crossing Card (B 1 for business or pleasure or B2 medical purposes); or
      (II) Visa.
   (viii) Concealed Handgun License;
   (ix) Pilot's license; or
   (x) United States Passport.
(11) Secondary Identification.

(A) In the absence of a form of primary identification, applicants are permitted to submit secondary forms of identification to establish proof of their identity.

(B) When submitting secondary forms of identification, applicants are required to produce:

   (i) two forms of Acceptable Secondary Identification, of different types; or
   (ii) one form of Acceptable Secondary Identification, plus two forms of Acceptable Supporting Identification of different types.

(C) When submitting secondary forms of identification, the documents combined must confirm the identity of the applicant. At least one of the documents must contain the applicant's name, signature, or identifiable photo of the applicant.

(D) Acceptable forms secondary identification:

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