



MEMORANDUM

To: LAHSA Funded Programs
From: LAHSA
RE: Proof of identification
Effective Date: February 8, 2019

Purpose: This memorandum outlines guidance for LAHSA-funded programs serving participant(s) who are unable to provide proof of identification.

Program Guidance: LAHSA funded programs are expected to enroll participant(s) regardless of whether the Participant(s) are able or unable to provide proof of government issued photo identification **Category [A]**.

Procedure for Guidance Implementation: If the program participant(s) do not have a form of government issued photo identification, programs will assist participant(s) in obtaining acceptable forms of identification. These efforts should utilize case management, partnerships and community resources. LAHSA funded programs will not provide financial assistance until proof of identification has been obtained.

Program participant(s) only need to provide one form of government issued photo identification **Category [A]** to meet the identification requirement.

If the program participant does not have an acceptable form of government issued photo identification a participant may provide one acceptable form of alternative photo identification **Category [B]** along with one acceptable non- photo form of identification **Category [C]** to meet the government issue identification requirement. **Category [B] and Category [C]**

Program participant(s) can use the following listed below as acceptable and alternative forms of identification.

Category [A] Acceptable forms of Government issued photo Identification include:

- Passport
- United States Citizenship and Immigration Services (USCIS) photo identification
- Visa issued by department of state
- Military Identification card
- Driver's License
- Voter registration card
- Driver's License
- Government issued identification card

Category [B] Alternative Forms of acceptable photo identification to include:

- Student ID
- Library Card
- Shelter ID
- Bank/ Debit/ Credit Card
- Transportation Card (TAP/ METRO)
- Employment ID
- Gym Membership Card
- Warehouse Membership Card

Category [C] Alternative Forms of acceptable non-photo identification to include:

- Birth certificate
- Utility Bill
- Lease/ rental contract
- Debit/ bank card
- Credit Card
- Medical / Dental insurance card
- Tax Identification Number/ Paperwork (TIN)
- School Records
- Legal records/ court documentation
- Social Security card
- American Automobile Association (AAA) card
- American Association of Retired Persons (AARP) card

| [A] Government issued photo Identification | OR | [B] Alternative Forms of acceptable photo identification | AND | [C] Alternative Forms of acceptable non-photo identification |
|---------------------------------------------------|-----------|-----------------------------------------------------------------|------------|---------------------------------------------------------------------|
| Passport | | Student ID | | Birth certificate |
| Immigration Services (USCIS) photo identification | | Shelter ID | | Utility Bill |
| Visa issued by department of state | | Employment ID | | Lease/ rental contract |
| Military Identification Card | | Bank/ Debit/ Credit Card | | School Records |
| Driver's License | | Transportation Card (METRO) | | Medical / Dental insurance card |
| Voter Registration card | | Library Card | | Debit/ bank /Credit card |
| Government issued identification card | | Gym Membership Card | | Legal records/ court documentation |
| | | Warehouse Membership Card | | Tax Identification Number/ Paperwork (TIN) |
| | | | | Social Security card |
| | | | | American Automobile Association (AAA) card |
| | | | | American Association of Retired Persons (AARP) |