



Identification Requirements

All requests require proper identification, proof of relationship, or direct interest to the person named on the record. Requests sent without proper identification or documentation will be returned without being processed.

Identification requirements may be fulfilled by submitting one valid Primary Document or two valid Secondary Documents. All documents must be current and valid; expired documents are not acceptable.

Accepted Primary Documents (One Form of Identification):

1. Non-Expired Driver's License
2. Non-Expired Valid State ID Card
3. Non-Expired Passport
4. Current Year Student ID Card with documentation of current enrollment if current year is not specified
5. Military ID Card
6. Consular Identification Card
7. Department of Corrections ID card (within six (6) months of release)
8. A Court Order, ordering the release to the person in possession of the certified court order
9. Current employment ID with photo and name

If the applicant does not have one of the acceptable forms of ID, the applicant will be asked to have an eligible family member or other authorized person (listed above) obtain the certificate.

Accepted Secondary Documents (Two Forms of Identification):

If the applicant is the person named on the record, and has neither acceptable ID nor a qualified family member, the supervisor, may, at his or her discretion, accept two (2) of the following for identification purposes.

1. Police report (for reported stolen ID)
2. Fire report (for reported ID destroyed by fire)
3. (1) Bankcard with signature (not credit cards) or personal check with current information (not starter checks)
4. Voter Registration Card with signature
5. Vehicle Registration with signature
6. Previous year's tax return with signature and social security number
7. Welfare, Food Stamp or WIC ID cards
8. Indiana Unemployment or Child Support card
9. Medicaid or Medicare card
10. Probation documents or statement from Probation Officer on letterhead, including person's name and date of birth
11. Certified copy of marriage license application showing individuals name, date of birth, parents and signature
12. Signed leases or loan agreements
13. Expired driver's license
14. Club membership card with photo
15. Gun permit with signature
16. Hunting or fishing license with signature
17. Social Security Card
18. Work Release with photo or signature

Amish and /or Religious Exceptions

Primary Document

1. Non-Photo ID

Secondary Documents (AnyTwo Forms of Identification):

1. Signed Social Security Card or IRS Form 4029 (exemption of SSN)
2. Baptismal Certificate
3. Marriage Certificate
4. School Records
5. Or any two of the Accepted Secondary listed on page 1.

Please send only legible photo copies of the above documents as originals will not be returned.