

DOCUMENTS REQUIRED AT VA PALO ALTO HEALTH CARE SYSTEM

(Trainees processing 2015 – 2016)

ID REQUIREMENTS

The following criteria must be met by all VA employees, contractors, and affiliates prior to being issued a PIV card or Non-PIV Card.

An ID issued before a legal name change (e.g. birth certificate or driver's license) can be presented as one form of ID if a legal document (e.g. marriage certificate/license or a court order) is also presented linking the previous name to the current legal name. The linking document has to display both the former and current legal names. Both documents must be valid and not expired. For example, a married woman may use both a certified copy of her birth certificate displaying her maiden name and a driver's license displaying her married name as the 2 forms of ID compliant with PIV Guidelines as long as she provides a marriage license displaying both her maiden name and married name.

Government Issued Photo ID	Non-Picture ID and or Acceptable Picture ID not issued by Federal or State Government	For Persons age under age 18 who are unable to present a document listed
<ul style="list-style-type: none"> >U.S. Passport or U.S Passport Card >Permanent Resident Card or Alien Registration Receipt Card (Form I-551) >Foreign passport that contains a temporary I-551 stamp >Employment Authorization Document that contains a photograph (Form I-77) >Foreign passport with Form I-94 or Form I-94A >Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A >Driver License or State issued ID Card >Federal, State, or Local Government issued ID Card >School ID with photograph >U.S. Military Card >Military Dependent's ID Card >U.S. Coast Guard Merchant Mariner Card 	<ul style="list-style-type: none"> >Social Security Card >Original or Certified Birth Certificate >Certification of Birth Abroad Issued by the Dept. of State (Form FS-545) >Certification of Birth Abroad Issued by the Dept. of State (Form DS-1350) >Voters Registration Card >Native American Tribal Document >U.S. Citizen ID Card (Form I-197) >Identification Card for Use of Resident Citizen in the United States (Form I-179) >Employment Authorization document issued by the Department of Homeland Security >Canadian Driver's License 	<ul style="list-style-type: none"> >School Record or Report Card >Clinic, Doctor, or Hospital Record

Acceptable Name Mismatches

Name	First Name Source Shows	Second Name Source Shows
First	Single First Name Example: "Mary" (with "L" given as middle initial)	First Name as two words Example: "Mary Lou"
Middle	Single letter as middle initial Example: "L"	Middle name spelled out, first letter of the name matches the single letter Example: "Lawrence"
	Compressed middle name Example: "Heewan"	Properly-formed expansion of middle name Example: "Hee-Wan"
Last	Last name given in hyphenated form Example: "Smith-Jones"	Last name given in non-hyphenated form Example: "Smith Jones"

Non-Acceptable Name Mismatches

Not Acceptable Mismatches	First Name Source Shows	Second Name Source Shows
Apparent typo or transposition of letters in the name	"John"	"Jhon"
	"Smyth"	"Smith"
Mismatch between given name and an alias or nickname	"Jim"	"James"
First and middle names swapped	"Eldon S. Smith"	"Scott Smith"
Mismatch of suffix	"Tom Smith Jr."	"Tom Smith"