Identity Verification Guide

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
  - a state driver’s license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID

- A minor individual must provide a valid photo ID, such as
  - a state driver’s license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID

- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor’s birth certificate or
  - a certified copy of documents that establish the parent or guardian’s relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage

- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals whose identity cannot be verified in person must provide a notarized verification using the Notary Identity Verification Form. (For example: if you do not live in the St. Cloud, MN area or are unable to travel to SCSU campus).

SOURCE: MN. Dept. of Administration “Standards for Verifying Identity” as found in the Model Policy for Data Subjects