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: “Standards for Verifying Identity” pg. 9 of Data Practices Policy for Data Subjects [www.ipad.state.mn.us](http://www.ipad.state.mn.us)