

The Intelligence Bill, which was passed by the U.S. Congress in December 2004, requires that all states verify the identity of those persons who receive birth and death certificates from state and local offices. In preparation for compliance of that law, the Tennessee Office of Vital Records is implementing new guidelines that govern the release of birth and death records at the state and local level.

Requirements for identification effective February 1, 2005

- 1) Signed and notarized application -- Requires no additional I.D. (this will not suffice for issuance of deaths with cause of death, HIPPA requires we establish the requestors relationship and identity. We will continue to scan and index all requests and I.D. for cause of death)
- 2) Current year or previous two years "mother's copy" of a birth certificate when presented by the parent will not require identification or notarized statement.
- 3) Legislative Requests -- The State Office will handle these requests as usual.
- 4) **A - LIST** - Photo copy of a government issued I.D., which includes requestor's signature, i.e., current drivers license showing expiration date, current passport, military I.D., Alien or Permanent resident card, temporary resident card, employment authorization card, U.S. certificate of Naturalization, Certificate of Citizenship or Citizenship I.D. card. For students a current year school I.D. card
- 5) **B - LIST** - When none of the above are available, then two items from the following list will be required:
 1. Current pay stub or W2
 2. Vehicle registration with name and current address
 3. Voter Registration card
 4. Military Discharge (DD214)
 5. Utility Bill, Bank Statement or deposit slip with name and current address
 6. Health care coverage card
 7. Medical record
 8. Application page of an insurance policy
 9. Signed Social Security Card
 10. For those person who have had their I.D. stolen, a copy a police report or other official documents which support the theft.

There will be instances where the applicant absolutely does not have any I.D., especially for those who are living here as illegal residents. There will also be situations where the documents submitted as I.D. are questionable or appear to be fraudulent or amended. Those cases should be handled by a supervisor.