



## **Manual ID Proofing Process**

If an individual has failed the Remote Identity Proofing (RIDP) process and the Experian help desk, DCBS workers/kynectors may use the following Manual ID proofing process to assist the individual.

These individuals may be manually identity proofed by emailing a copy of a photo ID, contact information, and the attached completed form that has been signed to [DMS.IDProofing@ky.gov](mailto:DMS.IDProofing@ky.gov). Enter "ID Proof" in the subject line.

DMS office staff may contact the individual and/or kynector for additional information before approval. Please allow 3-4 business days for the process to be completed.

## Manual ID Proofing Request

Date: \_\_\_\_\_

Attention: ID Proofing

Number of Pages (including cover sheet): \_\_\_\_\_

Worker/kynector/Agent Name: \_\_\_\_\_

Worker/kynector/Agent Email: \_\_\_\_\_

### Individual ID Proof Information

Individual Name as it appears on KOG: \_\_\_\_\_

Individual Username as it appears on KOG: \_\_\_\_\_

Individual Email as it appears on KOG: \_\_\_\_\_

Documentation Attached:

<input type="checkbox"/> School Issued Photo ID	<input type="checkbox"/> Permanent Resident card (Form 1-551)
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Social Security card
<input type="checkbox"/> Canadian Driver's License	<input type="checkbox"/> Voter's Registration card
<input type="checkbox"/> Foreign Passport	<input type="checkbox"/> U.S. Citizen ID card (Form 1-197)
<input type="checkbox"/> Government Issued Photo ID	<input type="checkbox"/> U.S. Military Card or Draft Record
<input type="checkbox"/> Identification Card for Use of Resident Citizen in the United States (Form 1-179)	<input type="checkbox"/> State Issued Photo ID Card (i.e., Driver's License)
<input type="checkbox"/> Native American Tribal Document	<input type="checkbox"/> U.S. Passport or U.S. Passport card
<input type="checkbox"/> Military dependent's ID card	<input type="checkbox"/> Other

X \_\_\_\_\_

DCBS/kynector Signature (Electronic Signature Accepted)