



Manual ID Proofing Process

If any individual has failed the Remote Identity Proofing (RIPD) process and the Experian help desk cannot verify identity, the following Manual ID Proofing Process form may be used 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. 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: _____

Worker/kynector/Agent Name: _____

Worker/kynector/Agent Email: _____

Individual ID Proof Information

Individual Name as it appears on KYID: _____

Individual Username as it appears on KYID: _____

Individual Email as it appears on KYID: _____

Individual Gender: _____

Individual Date of Birth: _____
Street

City/State _____ ZIP _____
Individual Address: _____

Documentation Attached:

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

X

DCBS/kynector Signature