



**COMMONWEALTH OF VIRGINIA**  
**Department of Criminal Justice Services**

P.O. Box 1300 • Richmond, VA 23218  
Phone: (804) 786-4700 • Fax: (804) 786-6344 [www.dcjs.virginia.gov/pss](http://www.dcjs.virginia.gov/pss)

Status Hotline  
(804) 786-1132  
1-877-9STATUS

**ACCEPTABLE DOCUMENTS FOR VERIFYING LEGAL PRESENCE / NAME CHANGE**

**IMPORTANT INFORMATION**

Documentation submitted to Virginia Department of Criminal Justice Services (DCJS) should be a copy. **Do not submit original document(s).**

**Legal Presence First Section Documents – ONE (1) of the following REQUIRED**

- Photocopy or Certified copy of a Birth Certificate issued by a State, County, Municipal authority or Outlying possession of the United States provided it contains an official seal
- Unexpired or Expired U.S. Passport
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- U.S. Certificate of Naturalization (INS Form N-550 or N-570)
- U.S. Citizen Identification Card (I-179 or I-197)
- ID Card for use or Resident Citizen in the United States (INS Form I-179)
- Employment Eligibility Verification (I-9 Form)
- Resident Alien Card, Permanent Resident Card (I-551) unexpired or expired for no more than one (1) year
- U.S. Government issued Certified Birth Certificate
- U.S. Certificate of Birth Abroad
- Report of Birth Abroad of a Citizen of the U.S.
- Unexpired Re-entry Permit (I-327)
- Unexpired Temporary Resident Card (I-688)
- Unexpired Conditional Resident Alien Card (I-551)

**OR Second Section Documents – TWO (2) of the following REQUIRED**

- Driver's License or ID Card issued by a State or Outlying possession of the United States provided it contains a photograph and information such as name, date of birth, sex, height, eye color, and address
- ID Card issued by Federal, State or local government agencies, or entities provided it contains a photograph and information such as name, date of birth, sex, height, eye color, and address
- U.S. Military card or Draft Record
- U.S. Social Security Card issued by the Social Security Administration

**Proof of Name Change – ONE (1) of the following REQUIRED**

- Marriage Certificate, license, or register
- Divorce decree if the decree states the change from married name to maiden name
- Court order granting the name change

**\*Note to Compliance Agents Only:** Copies of the documentation submitted to DCJS to verify legal presence must be maintained in the employee's file pursuant to the Regulations Relating to Private Security Services.