



Identifying Documents

Documents are evaluated on a points system. You must present documents worth a combined 3 points to secure your ELC. The charts below contain document point values. All documents must be original. No photocopies will be accepted.

Documents worth 3 points	Documents worth 2 points	Documents worth 1 point
<p>U.S. Documents - must be current</p> <ul style="list-style-type: none"> • Driver’s License • State Issued I.D. • Passport • Military I.D. • Veteran I.D. or Veteran Health I.D. Cards • Tribal Photo I.D. Card Permanent Resident Card (Green Card) • Certificate of Naturalization (w/photo) • Municipal/local government identification, including Sun Metro ID cards • Employment Authorization Card Accredited Educational Institution Photo I.D. • Release Offender Photo I.D. (issued by federal, state or local criminal justice agency) • U.S. State Department Visa (Including Border Crossing Card) <p>International Documents</p> <ul style="list-style-type: none"> • Consular Identification (CID) Foreign Passport • Voter ID Card (with US Address) • Foreign Driver’s License • Foreign National I.D. Card • Foreign Military I.D. (including veteran I.D.) • Photo identification card with name, address, date of birth, and expiration date issued by another country to its citizens or nationals as an alternative to a passport for re-entry to the issuing country <p>Renewal of Enhanced Library Card Previous enhanced library card (accepted up to one year after expiration)</p>	<ul style="list-style-type: none"> • Social Security Card • Voter Registration Card • U.S. Individual Taxpayer I.D. Number Authorization Letter (ITIN) • Federal, State, or Local Government employee Photo I.D. • U.S. Union Photo I.D. • U.S. Accredited Educational Institution I.D. without a photo • Prison/Jail Discharge I.D. or documents without photo (including medical records or parole decisions) • School enrollment form for the applicant (issued by a state of Texas school district, charter school or private school) • Certificate of age (Issued by Texas Workforce Commission) Approval notice of an immigration benefit Certificate of Naturalization (no photo) • Form I-94 Arrival/Departure Record • Order of Release on recognizance I220A (w/photo and DOB) • Order of Supervision Form • I-220B (w/photo and DOB) Verification of Release Form from HHS office of refugee resettlement • Written verification issued by hospital health care provider, or social services agency located in Texas verifying the applicant’s identity 	<ul style="list-style-type: none"> • Government issued photo I.D.s expired up to 5 years • Certificate of marriage, domestic partnership, civil union, divorce or dissolution of marriage, domestic partnership, or civil union • Birth certificate of the applicant, issued by a State or Territory, or a locality of a State or Territory, or by the US Department of State • Birth Certificate from outside of the U.S. with notarized translation • Texas adoption record of the applicant • Electronic benefit transfer (EBT) Card • Medical or Immunization Records (Certified by medical provider) • Medicare or Medicaid Card, license, or other federal document • Social Security Benefits Verification Letter or other official letter issued by the SS Admin • US Military Discharge forms • High School transcript • Diploma from a U.S. high school, equivalency or post secondary school • Diploma from non U.S. High School or post secondary school with notarized translation • Bank or Sam’s/Costco Card with photo and name • I.D. Cards issued by a Texas state community or social service agency

Proof of Residency

All applicants must present one of the following documents. Applicant's Name and Current Address must be on the document. Digital or electronic residency documents are accepted.

The Following Documents Must Be Current

- Applicant's Level 1,2, or 3 proof of identity documents that displays their current Texas Address (Current Driver's License Etc.)
- Current Texas vehicle title or registration with address on it
- Current residential property lease of sublease that includes the lease term, rent amount, utilities terms and lessor/sublessor contact information.

The Following must be dated within 60 days

- Utility bill: gas, electric, garbage, water, internet/cable/landline
- Insurance bill: homeowner's, renter's, health, life or auto
- Local mortgage payment receipt
- Bank account statement
- Employment pay stub
- Jury summons or court order issued by federal, state or municipal court
- USPS Change of Address confirmation (dated within the 60 day period prior to the application submission)
- Written verification issued by a homeless services agency, hospital, health clinic, social services agency or faith based agency located within the state of Texas verifying residency (original, signed copy on official letterhead)
- If a certified copy of a marriage certificate is presented at the time of application, and applicant may prove residency using documents bearing the name of the spouse.

The Following must be dated within 1 Year

- Federal Income Tax or Refund Statement
- Letter or document issued by the U.S. IRS addressed to the applicant regarding the applicant's personal tax status (dated within the 12-month period prior to application submission)

The Following must be dated within current year

- Letter or record addressed to the applicant from a school, college, or university located in Texas that the applicant has attended.



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