



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services
Private Security Services Section
 P.O. Box 1300
 Richmond, Virginia 23218

www.dcjs.virginia.gov/pss
 (804) 786-4700

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

List of Acceptable Documents for Verifying Legal Presence / Name Change

IMPORTANT INFORMATION:

- When submitting documentation to the department, please make sure that the documentation is a copy not the original.

Legal Presence First Section Documents – ONE (1) 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) 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) 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.