

## “CITY OF MEMPHIS PASS” CARD PROGRAM

### APPLICANT DOCUMENTATION GUIDE

The documents required to prove identity have been divided into three categories: primary, secondary, and tertiary.

Identity will be verified if applicants present at least one valid primary document OR two valid secondary documents OR three valid tertiary documents OR one valid secondary document and two valid tertiary documents. **All documents must be originals and be current.**

If a document is expired within one year of applying for the City Pass, it will be considered to prove identity but at a step down from its initial category. For example, a U.S. Passport that expired less than one year from date of application will be valid as a secondary document rather than a primary document.

Copies of documents submitted may be considered, especially in the case of residents who are homeless, victims of domestic violence or human trafficking, or who otherwise are receiving services through a Care Agency provided that the documents are accompanied by a Care Address Letter that verifies the veracity of the document.

PRIMARY	SECONDARY	TERTIARY
<ul style="list-style-type: none"> <li>• U.S. Passport or Passport Card</li> <li>• U.S. State Driver’s License</li> <li>• U.S. State Identification Card</li> <li>• U.S. Military Identification Card or U.S. Common Access Card</li> <li>• U.S. Veteran’s Identification Card or U.S. Veteran’s Health Identification Card</li> <li>• Native American Tribal Document with Photo</li> <li>• Certificate of Naturalization with Photo</li> <li>• Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>• Current U.S. Visa with Photo</li> <li>• U.S. Employment Authorization Document (Form I-766)</li> <li>• U.S. Travel Document (I-327 or I-571)</li> <li>• Advance Parole Document with Photo (I-512 or I-512L)</li> <li>• I-94 stamped “Sec. 208 Asylee” with photo</li> <li>• I-94 stamped “Sec. 207 Refugee” with photo</li> <li>• Valid Refugee Travel Letter with Photo and Stamped by U.S. Customs and Border Protection</li> <li>• American Indian Card (I-872)</li> <li>• Northern Mariana Card (I-873)</li> <li>• Foreign Passport</li> <li>• Consular Identification Card with Photo</li> <li>• Foreign National Identification Card with Photo</li> <li>• Photo Identification Card with Name, Address, Date of Birth, and expiration date issued by another country to its citizens or nationals.</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Birth Certificate, Consular Report of Birth Abroad (Form FS-240), Certification of Birth Abroad (Form FS-545), or Certification of Report of Birth (Form DS-1350)</li> <li>• Social Security Card</li> <li>• Current U.S. Visa without Photo</li> <li>• Photo Identification Issued by an Accredited U.S. Educational Institution</li> <li>• Voter registration card</li> <li>• Form DD-214 or Equivalent U.S. Military Discharge Paperwork</li> <li>• U.S. high school diploma, high school equivalency diploma, or U.S. postsecondary school, college or university diploma</li> <li>• Certified U.S. School Record or Transcript with Name and Address issued for the current school year from high school or U.S. post-secondary school, college or university</li> <li>• Birth Certificate of Applicant’s Child, Issued by State or Territory, or a Locality of a State or Territory, or by the U.S. State Department, Listing Applicant as Birth Parent</li> <li>• U.S. Individual Taxpayer Identification Number (ITIN) Authorization Letter or Card</li> <li>• U.S. State or Federal Discharge Papers</li> <li>• Foreign Birth Certificate</li> <li>• Foreign National Identification Card Without Photo</li> <li>• Foreign Driver’s License</li> <li>• Foreign Military Identification Card</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Identification Card U.S. Employer</li> <li>• U.S. Union Photo Identification Card</li> <li>• Certificate of Marriage, Domestic Partnership, or Civil Union</li> <li>• Decree of Divorce or Dissolution or Marriage, Domestic Partnership or Civil Union</li> <li>• Certified Court Order for Name Change</li> <li>• Electronic Benefit Transfer (EBT) Card</li> <li>• Insurance, Medicaid, CoverKids, TennCare, or Medicare Card</li> <li>• U.S. Jail Discharge Paperwork</li> </ul>

### RESIDENCY

Proof of residency in the City of Memphis must be established through two documents.

If a document submitted as Proof of Identity also establishes residency, it will be considered as one of the two documents necessary to prove residency in the City of Memphis.

Documents that are renewed annually will only be valid if dated within one calendar year of the date of application. Documents that are renewed on a monthly basis, such as utility bills, must be dated within six months of the date of application.

<ul style="list-style-type: none"> <li>• Deed, Title, Mortgage, Monthly Mortgage Statement, Mortgage Payment Booklet, Promissory Note, Contract for Property, Contract for Rent to Own Property, Rental/Lease Agreement</li> <li>• Current, valid Mobile Home, Motor Vehicle, Boat, or Other Vehicle Registration, Certification, or Title</li> <li>• Paycheck, Paystub, or Earning Statement with your name and address or City of Memphis Employer’s name and address</li> <li>• Current documents from the U.S. Military or Department of Veteran’s Affairs Indicating residential address</li> <li>• Certified U.S. School Record or Transcript with Name and Address issued for the current school year from high school or post-secondary school, college or university</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Property Tax Receipt, Invoice, or Assessment</li> <li>• Utility Bill for water, gas, electricity, cable, internet, cell phone or landline telephone service that includes Name and Physical Address</li> <li>• Personal Check</li> <li>• Current U.S. State or Federal Tax Return</li> <li>• Certified Enrollment Documentation, Forms DS-2019 or I-20 or another document issued by USCIS</li> <li>• Mail from Federal, State, County, or City Government Agency</li> <li>• Original Care Address Letter or other documentation from a domestic violence or homeless shelter</li> </ul>	<ul style="list-style-type: none"> <li>• Current, valid Homeowner’s, Renter’s, or Motor Vehicle Insurance Policy, Bill, or Proof of Insurance Card</li> <li>• An Account Statement or Deposit Inquiry from a Bank, Credit Union, Other Financial Institution, or Brokerage House</li> <li>• W-2 or 1099 Tax Forms for Current Year</li> <li>• Proof of enrollment in public or private school in the City of Memphis</li> <li>• Proof of a child enrolled in public or private school in the City of Memphis</li> <li>• Valid Tennessee Concealed Carry License</li> <li>• Valid Tennessee Hunting or Fishing License</li> <li>• Hospital or clinic bills</li> </ul>
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