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Pennsylvania County Sheriffs and the Chiefs of Police of a city of the First-Class Operational Manual

3.0 Identification and residency requirements

Issuing authorities must determine proof of residence and verify the prospective identity by requiring government issued identification that is not expired, and which contains the following: photograph of the applicant, name, residence address, date of birth and signature. Any combination of valid government issued documents which together establish all the required information is acceptable. Please note that the address the applicant provides on [their] application must match the address that is on the identification document. It is the duty of the issuing authority to determine if the identification and residency requirements have been met.

- Acceptable identification documents can include but are not limited to the following: A valid photo driver's license or photo identification card (not expired or suspended) issued by the Pennsylvania Department of Motor Vehicles (PennDOT) or another state; voter registration or vehicle registration card; military identification card; tax bill. Note that owning property in [Del. Co.] Pennsylvania does not necessarily establish residency in [Del. Co.] Pennsylvania.

Non-government issued documents, such as utility bills, are not accepted as proof of residence for background checks. If an individual does not produce adequate identification, [their] application should be denied.