



ONE-PERSON-ONE-RECORD PERSONAL INFORMATION REQUIREMENTS MATRIX

Revised 12 NOV 09

	STATUS	WHAT WE NEED
1	Idaho Resident	Idaho issued DL/# or ID card/#. Otherwise, need other identification document* to verify legal name, and social security card/SSN **
2	New- Resident from another state, in Idaho under 90 days. No Idaho DL yet.	DL from other state to verify legal name, and SSN ** stated by customer. (Advise customer of need to get Idaho DL within 90 days.)
3	Non-Resident, US resident w/ Idaho Vacation Home	DL from other state to determine legal name, and SSN stated by customer. If no DL from another state, need other identification document* to verify legal name, and social security card**.
4	Non-Resident, US Military	DL from another state or military ID to verify legal name, and SSN stated by customer**.
5	Non-Resident, US Student	DL from another state to verify legal name, and SSN **stated by customer.
6	Foreign Student	Student visa or foreign passport and statement - "Here on visitor's visa and attending a bonafide Idaho educational institution as a full-time student".
7	Foreign Visitor	Visitor's visa, or border crossing card/visitor's visa, or foreign passport and statement - "Here on visitor's visa. Living in Idaho with an established physical Idaho address".
8	Foreign National Other Than Student or Visitor	Passport, visa, or other legal identification document* to determine legal name, and a social security Card/SSN **, or Individual Taxpayer I.D. Number (ITIN) supported by a letter from the IRS assigning it. Living in Idaho with an established physical Idaho address.
9	Business	EIN.
10	Business, Sole Proprietorship	EIN if business has employees. Otherwise, statement this is sole proprietorship, no EIN.
11	Single-member LLC	Statement this is single-member LLC with no EIN.
12	Trust	EIN or Statement this is a grantor trust.
13	Duck Valley Nevada Resident	Idaho driver's license/#; or Nevada driver's license or Native American ID card with photo to determine legal name, and SSN **.
14	Juvenile Owner, Non-Driver	Acceptable identification document*, along with social security card/SSN**.
15	Resident, Non-Driver	Idaho ID card/# or other identification document* along with SSN **.
16	Non-Resident, Non-Driver	Acceptable identification document* along with SSN **.
<p>* This can be:</p> <ul style="list-style-type: none"> • Driver's license issued by another state or country • State DMV-issued identification card • Original naturalization/citizenship document • Original or certified copy of a U.S. birth certificate • A valid passport • A valid U.S. visa • Idaho concealed weapons permit • FAA Issued Pilot's license with photo • Veteran's Universal Access card with photo • Native American ID card with photo • Immigration/Naturalization card from the Dept. of Homeland Security, e.g., employment authorization card, permanent residency card, etc. 		
<p>** Or a letter from the Social Security Administration confirming the individual does not have an SSN and why.</p>		