

Who Is This Guide For?

This guide is to help representatives who are registering for a Representative ID through the Representative Accountability Database (RAD) learn what documents you need to provide if USAC asks to confirm your information. If you need more information on registering for RAD, visit our [How to Register](#) page.

Additional Documentation

While registering for a Representative ID you may receive a message that USAC is unable to confirm your identity. The message will inform you what USAC was unable to confirm, and this will determine what documentation you need to upload. Below is a list of common items USAC may be unable to confirm, and examples of what you will need to upload to confirm your identity.

Acceptable Documentation

If you need to show your date of birth :	
Provide a document that includes:	Here are common examples:
<ol style="list-style-type: none"> 1. Your first and last name 2. Your date of birth 	<ul style="list-style-type: none"> ▪ A Driver's license that is not expired ▪ A U.S. birth certificate ▪ A U.S. passport that is not expired ▪ A U.S. government, military, state, or Tribal issued ID that is not expired ▪ A Certificate of Naturalization, Certificate of U.S. Citizenship, Permanent Resident Card

If you need to show your Social Security Number (SSN) :	
Provide a document that includes:	Here are common examples:
<ol style="list-style-type: none"> 1. Your first and last name 2. The last four digits of your SSN 	<ul style="list-style-type: none"> ▪ A Social Security Card ▪ A Social Security Benefit Statement (SSA-1099) ▪ A W-2 from the last 2 years ▪ A prior year's state, federal, or Tribal tax return

If you need to show **that you are alive:**

Provide a document that includes:	Here are common examples:
<p>Your identity information</p> <ol style="list-style-type: none"> 1. Your first and last name 2. Your date of birth 3. The last four digits of your SSN <p>Shows you're alive</p> <ol style="list-style-type: none"> 1. Your first and last name 2. An issue date within the last three months 	<p>Show us your identity</p> <ul style="list-style-type: none"> ▪ Provide one or two documents to prove your identity information, such as a Driver's License and Social Security Card. <p>Show you are alive (documentation must be dated within the last three months)</p> <ul style="list-style-type: none"> ▪ A current utility bill ▪ A paystub ▪ A mortgage or lease statement ▪ A retirement/pension statement of benefits ▪ A notarized letter that confirms your identity and that you are alive