

SAMPLE BANK

Address
City, State, Zip

**IMPORTANT INFORMATION ABOUT PROCEDURES
FOR OPENING A NEW ACCOUNT**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Customer's Signature _____ Date _____

I certify that the attached is a full, true and accurate reproduction of the unexpired government-issued photo identification document(s) presented to me by _____

[Customer's Name]

on this _____ day of _____, 20____. The person presenting the document and signing above resembles the person pictured on the photo identification document and is to my knowledge the person identified therein.

Required Information

Individual Social Security Number _____ Date of Birth _____

Current Physical Address if not on ID attached _____

_____ City _____ State _____ Zip _____

State of _____

County of _____

Signed and sworn to before me, this _____ day of _____, 20____
by _____ and _____
who appeared before me and produced the following identification _____

[Signature of Notary]

[Notary Seal]

[Typed Name of Notary]

NOTARY PUBLIC

My commission expires: _____, 20____.

IMPORTANT INFORMATION

Please attach a legible black and white copy of the photo identification document to this certification. The photocopy should be enlarged to at least 125% of the original document.

Please refer to the list of acceptable identification documents on the back of this form.

This form must be returned by _____ *[Date]* or the Bank has the right to remove this individual from the account or to limit transaction authority.

ACCEPTABLE IDENTIFICATION DOCUMENTS

PRIMARY IDENTIFICATION DOCUMENTS

All primary documents must include all of the following characteristics to be considered an acceptable primary identification document:

- Unexpired status with issue date of more than 30 days preceding date of account opening
- Photograph clearly identifying the person presenting the identification document
- Name
- Physical Address of Residence
- Date of Birth
- Document Identification Number (Driver License Number, Passport Number, etc.)

The following documents are considered primary identification documents:

1. Drivers License or Identification Card from a US state, jurisdiction or territory
2. United States Armed Forces Common Access Card (CAC) or Geneva Convention Identification Card (Color coded DD Form 2) *NOTE: Address and date of birth not present, but ID is acceptable as a primary ID!*
 - Active Duty Status (Applicable branch of service is identified on front, Green)
 - Retired Personnel (Blue or Gray with branch of service identified)
 - Reserve Personnel (Red or Pink; Retired Reserve are Pink)
3. Native American Tribal Identification Document with photograph
4. United States Passport
5. For individuals under the age of 18, original or certified birth certificate issued by a U.S. state, jurisdiction or territory (Birth registration cards and foreign birth certificates are not accepted!)
6. Foreign Country Passport with photograph
7. Permanent Resident Card or Resident Alien Card (Form I-551)
8. Employment Authorization Card (Form I-766, I-688, I-688A or I-688B)
9. Matricula Consular Card
10. Other Unfamiliar Identification Documents not listed herein that are reviewed, approved and photocopied by the Bank Secrecy Act Officer or designee of the BSA Officer in his or her absence.

SECONDARY IDENTIFICATION DOCUMENTS

The following documents are considered secondary identification documents for US Persons and Non-US Persons. At least **two** of the following documents must be presented to provide acceptable identification:

11. Uniformed Services Identification and Privileges Dependent Card with photograph (Tan in Color)
12. Medicare Card / Medicaid Card
13. Veterans Universal Access Identification Card
14. United States Selective Service Card
15. United States Voters Registration Card
16. Original or certified birth certificate issued by a U.S. state, jurisdiction or territory
 - Birth registration cards and foreign birth certificates are not accepted!
17. U.S. Certificate of Naturalization (Form N-550, N-570 or N-578)
18. U.S. Certificate of Citizenship (Form N-560 or N-561)
19. U.S. Citizen Identification Card (Form I-197)
20. Unexpired Refugee Travel Document (Form I-571)
21. Canadian Drivers License **and** Nonresident Alien Canadian Border Crossing Card (Canadian Citizens only!)
22. Mexican Drivers License **and** Nonresident Alien Mexican Border Crossing Card (Mexican Citizens only!)
23. Other Unfamiliar Identification Documents not listed herein that are reviewed, approved and photocopied by the Bank Secrecy Act Officer or designee of the BSA Officer in his or her absence.