

Required Documentation for Airport Badges

All documents must be unexpired and your legal name must match exactly on both documents.

Applicants are required to supply one (1) document from each category below.

Category One - Proof of Citizenship

- **U.S. Passport**
- **U.S. Passport Card**
- **U.S. Certificate of Naturalization (N-550)**
- **U.S. Certificate of Citizenship (N-560)**
- **Permanent Resident Card**
- **Foreign Passport with I-551 Stamp or MRIV**
- **Employment Authorization Card**
- **I-94** - Document must indicate the bearer's immigration status, the date that the status was granted, and when the status expires. The Form I-94 must have a handwritten date and status, and the Form I-94A has a computer-generated date and status.
- **Passports of the Federated States of Micronesia and the Republic of the Marshall Islands**- Citizens of these countries may present FSM or RMI passports accompanied by a Form I-94 or Form I-94A.
- **Certification of Birth Abroad** - Issued by the U.S. Department of State (Form FS-545, FS-240, or DS-1350)
- **Birth Certificate** - Must be a certified copy of a birth certificate issued by a state, county, or municipal authority, must have an official seal (Birth Certificate cards are not accepted).

**Beginning October 31, 2010, only Puerto Rico birth certificates issued on or after July 1, 2010 are valid.*

Category Two - Secondary Photo ID

- **Driver's License (Required for driving badge types)** - Issued by any state or territory of the United States, and is acceptable if it contains a photograph and other identifying information such as name, date of birth, gender, height, weight, eye color, and address.
- **State Identification** - Issued by any state or territory of the United States, and is acceptable if it contains a photograph and other identifying information such as name, date of birth, gender, height, weight, eye color, and address.

Obtaining Required Documents before Badge Appointment

Passport: First-time passport applicants can apply for a passport by visiting a Passport Agency, Acceptance Facility, US Embassy or Consulate. Instructions for obtaining a passport can be found: <https://travel.state.gov>

To schedule an appointment at the Seattle Passport Agency, call: 1-877-487-2778. Travel plans are not required, even though the automated system will list this requirement; it does not apply to this agency.

The Seattle Passport Agency is located at:

Fifth and Yesler Building
300 5th Avenue, Suite 600
Seattle, WA 98104

For processing times and current prices visit the above website. Passport books and cards are **both** accepted by the Credential Center.

Passports can be renewed through the mail by filling out the online application, attaching a photo, including the fee and your old passport. To contact the National Passport Information Center, call: 1-877-487-2778 or TDD/TTY: 1-888-874-7793.

Birth Certificate: The Credential Center accepts original or certified birth certificates issued by a state, county, or municipal authority, or outlying possessions of the United States that bears an official seal is acceptable. *Hospital issued birth certificates are NOT accepted.*

In Seattle, the Vital Statistics Office is located at:

908 Jefferson Street, Second Floor (Ninth & Jefferson Building)

Certified birth records can be obtained for all persons born in Seattle or King County, all Washington State births registered from 1921-present. To view information needed to obtain a birth certificate, visit: www.kingcounty.gov

If you were born outside Washington, contact the Vital Statistics Office in the state where you were born or order a replacement birth record online, visit: www.vitalchek.com

The Vitalchek website has multiple delivery options and current pricing depending on the state.

State Identification: Must be issued by a state or territory in the United States. The Credential Center does not accept IDs that have been punctured or expired, unless accompanying a state-issued temporary ID.

For information to obtain a Washington state ID, visit: www.dol.wa.gov for locations, hours and requirements, or call: 1-360-902-3900.