Manual Identity Verification Form

For your protection, identity verification is part of or required for certain services. People that fail the online identity verification process will typically be presented with a second attempt to pass the test as well as with the option to manually validate their identity. A second failed attempt for online identity verification will require manual identity verification.

backgroundchecks.com will attempt to manually verify your identity by reviewing & authenticating certain documents that only you can access.

Please complete all information on this manual identity verification form. When completing this form, please:

- Print slowly and clearly.
- Include copies [NOT originals] of documents that you submit.
- Scan the documents and email them to validateid@relyid.com .
  [Scanning services are likely available at your local FedEx or office supply store.]
- If you can't scan the documents, mail them to: relyID, 12770 Coit Road, Suite 1150, Dallas TX, 75251

First Name	Last Name	Middle Name	Suffix

Street Address	City	State	Zip Code

Daytime Telephone Number	Evening Telephone Number

Date of Birth

Driver's License or State ID Number	State	Email Address

Manual identity verification may take 1-2 business days from our receipt of your documents. Please note that omissions or discrepancies in the required proof documentation may delay and/or prevent backgroundchecks.com from verifying your identity.

We need at least 2 additional pieces of information from you. Please indicate below which items will be submitted by checking the appropriate box. You must provide a copy of at least **ONE** item from each Group.

Group 1–Government ID with Photo [Color Copy]
☐ Valid Driver's License
☐ Valid State Issued ID
☐ Legal Photocopy of Other Government Issued ID
[Social Security Card is not acceptable.]

Group 2-Financial Record with Name & Address
☐ Most Recent Pay Check Stub
☐ Most Recent Bank Statement
☐ Most Recent Bill *[utility, cable, telephone, etc.]*