



# 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@backgroundchecks.com](mailto:validateid@backgroundchecks.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, 100 Centerview Drive, Suite 300, Nashville TN, 37214

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 Paycheck Stub
- Most Recent Bank Statement
- Most Recent Bill *[utility, cable, telephone, etc.]*