Weekday Preschool

Early Learning Program

IDENTITY VERIFICATION

Section 63.2-1809 of the Code of Virginia

Full Name of Child: Please PRINT

Place of Birth:	Birth Date:	Birth Certificate Number:	Date Issued:
Other Form of Proof:			

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or entrustment agreement from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his/her designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented, copy of the conferring temporary legal custody or entrustment agreement of a child to an independent foster parent, or Child Identification Card issued by the Virginia Department of Motor Vehicles. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia *and* the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Please ☑ if Identity Verification is <u>already on file</u> in:	**Early Learning Program**	**Weekday Preschool**

Parents: Please note that once this form is on file in the WPS/ELP office, it is not necessary to resubmit it in subsequent years.

_____	_____	_____
Signature of Administrator Viewing Documentation	**Title**	**Date**

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding,. (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

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