

### **5 POINTS OF IDENTIFICATION REQUIREMENTS FREQUENTLY ASKED QUESTIONS (FAQS)**

- Q. Why is RSDM requiring 5 Points of Identification?
- A. To maintain patient safety by ensuring the correct patient receives the correct dental treatment and also to comply with your health insurer's requirements.
- Q. What forms of ID will be accepted that comply with the 5 Points of ID requirements?
- A. a) Unexpired documents b) Original documents or certified copies from the issuing agency; c) Documents must match the name on file in the RSDM computer system.
- Q. What are the specific documents that I will need?
- A. You will need at least 1 primary document, 1 secondary document, proof of address and insurance.
- Q. I'm a new patient, what happens if I don't have the required documents to fulfill the 5 Points of ID?
- A. All new patients will be informed of the requirements when they make their appointment; if you arrive for your initial service without meeting the requirements, your appointment will be rescheduled.
- Q. I'm a returning patient, what happens if I don't have the required documents to fulfill the 5 Points of ID?
- A. When you arrive for service, you will be informed of the requirements; if you can't fulfill the 5 Points of ID, you will be serviced, but advised that on your next visit, you must present with the required documents, otherwise your appointment will be rescheduled.
- Q. After I have complied with the 5 Points of ID requirements, then what happens?
- A. Your documents will be copied and/or scanned into your paper or electronic chart. On all subsequent visits, you will be asked to provide one form of approved ID and your insurance card. Failure to provide proof of identity may result in your appointment being rescheduled.
- Q. If I have fulfilled the 5 Points of ID requirements, will I ever be asked to fulfill them again?
- A. Yes, as various 5 Points of ID expire, you will be asked to replace them with current documents.

### **EXAMPLES OF PROOF OF ADDRESS-You must provide at least one of these Proof must be current; within 30 days of presentation**

- Utility bill or credit card that shows current name and address
- Checking or savings account statement
- Original lease or rental agreement showing patient/guarantor name
- Property tax bill, statement or receipt
- First-class mail received from any federal, state or local government agency

## **EXAMPLES OF PRIMARY DOCUMENTS-You must provide at least one of these**

### **4-POINT DOCUMENTS**

- ☐ A driver's license, a learner's permit, or a non-driver photo ID issued by the state of New Jersey. The photo document must be valid or expired for less than 2 years.
- ☐ A United States passport that is current or expired less than 3 years.
- ☐ An original birth certificate or certified copy issued by the United States Department or by a Board of Health or Bureau of Vital Statistics.
- ☐ A United States Military Photo ID Card or Military Dependent ID Card.
- ☐ A Certificate of Citizenship (N-560, N561, N645) or a certificate of Naturalization(N-550, N-570, N578).
- ☐ A foreign passport with INS verification and valid record of arrival/ departure (form I-94).
- ☐ A foreign passport with a valid I-551 stamp.
- ☐ An alien registration card (form I-551) with expiration date and verification from INS.

### **3-POINT DOCUMENTS**

- ☐ A United States Re-entry Permit (I-327) that is not expired.
- ☐ A United States Employment Authorization Card (INS I688B or I 766) with a photo and the document is valid.

### **2-POINT DOCUMENTS**

- ☐ A United States Refugee Travel Document (I-797 or old I551) that is not expired.

## **EXAMPLES OF SECONDARY DOCUMENTS-You must provide at least one of these**

### **3-POINT DOCUMENTS**

- ☐ A United States marriage document, a US divorce document, or a court issued name change document.
- ☐ Valid New Jersey Firearm purchaser card.

### **2-POINT DOCUMENTS**

- ☐ A professional license.
- ☐ A United States school photo ID.
- ☐ FAA pilot license.
- ☐ A United States driver's license or permit without a photo

### **1-POINT DOCUMENTS**

- ☐ A photo driver's license issued by another state or country.
- ☐ A United States Social Security Card that shows your signature.
- ☐ A welfare card, a Medicaid card or a Food Stamp Card with a photo.
- ☐ A computer printed pay stub or employee ID card that shows your name.
- ☐ A high school diploma or General Education Diploma (GED) issued in the United States.
- ☐ A union card issued in the United States.
- ☐ A health insurance card or medical prescription card issued in the United States.
- ☐ A utility bill issued in the United States.
- ☐ Property tax statement, bill or receipt issued by a New Jersey municipality.
- ☐ Veterans Affairs universal access photo ID card.
- ☐ A W-2 Form that shows your Social Security Number.
- ☐ A valid major United States credit card or an ATM/Debit card which displays your pre-printed name and signature