**In-person contacts:**

To verify identity during in-person contacts request one of the following forms of current, valid, and unexpired picture identification documents:

1. Campus ID
2. State-Issued Driver’s License
3. State-Issued ID Card
4. Passport

**Once you have received the document:**

* Physically examine the photograph on the identification form/card and visually compare the picture with the individual.
* Enter the Grizzly ID number or first and last name of the student into Banner before returning the document.

**Additional steps to validate identity of in-person contacts:**

If you question the validity of the identification documents provided, utilize the following additional verification techniques:

* Compare the physical descriptors of the person with the documentation provided (i.e. height, weight, hair and eye color, age, etc.);
* Request the individual to verbally provide date of birth, school/college, major, and Grizzly ID and check this against the identification forms used and the information available on Banner via (S/F/A/P)PAIDEN.

***If an individual does not have a picture ID, it is permissible to utilize the telephone identity verification protocol (see below).***

**Telephone Contacts:**

To verify identity via telephone contacts request a minimum of four items from the student and compare against the corresponding academic record information in SAIL:

One or both of the following:

a. Date of birth OR

b. Last four digits of the Social Security Number

And two or three of the following:

a. First, Last Names and Middle Initial, if appropriate;

b. School/College Name

c. Major

d. Mailing Address

e. Telephone Number

f. Grizzly ID

g. High School/Previous Post-Secondary Institution

**Additional Questions you might ask if you still unsure of the identity.**

What was your student id when you attended OU

What was your name when you attended OU.

What was your GPA when you graduated from OU.

What was your address when you attended OU.

What was your citizenship when you attended OU.

What was your marital status when you attended OU.

What was your date of hire at OU.