

## INSTRUCTIONS

The attached NIST LoA 3 Identity Proofing form must be filled out, signed/notarized and returned to MaxMD before your identity proofing process can be finalized. Failing to follow these instructions may delay the process.

You must present, during the in-person identity verification process, a government-issued photo identification that establishes your identity. The notary must verify your documents, verify your signature, and attest to your signature.

Required identification consists of one original, unexpired Federal/National Government-issued Picture I.D. (e.g. a passport), a REAL ID, or two unexpired Non-Federal Government I.D.s, one of which must be a photo I.D.

List A - Acceptable Federal Photo IDs include: a current passport, a permanent resident card, Global Entry or passport card, employment authorization document (Form I-766), a REAL ID driver's license/ID card, or a military ID card. *Driver's licenses and ID cards from non-REAL-ID-Act-compliant states are allowed only under List B. See <https://www.dhs.gov/real-id-enforcement-brief>.*

List B - Acceptable Other Photo IDs, when presenting two unexpired non-Federal Government IDs (one of which must be a photo ID), include: a non-REAL-ID-Act-compliant Driver's License/state issued ID Card, a driver's license/ID card issued by a Canadian government authority, a School ID card with a photograph, a military dependent's ID card, Native American tribal ID card, or other ID card issued by a federal, state or local government agency, provided that it contains a photograph.

List C - Acceptable Secondary Forms of ID include, in addition to a photo ID on List B, include: a social security card, birth certificate, a recent utility bill, a recent financial account statement (redaction allowed), a carry permit, voter registration card, or other similar identity document.

Unacceptable forms of secondary ID include: any club/organization membership card (Elks, Sam's Club/Costco), library card, marriage license (except to establish new surname),

Once this form is completed and notarized, please send the document to [support@max.md](mailto:support@max.md)



**DECLARATION OF IDENTITY - VERIFICATION AND AUTHORIZATION**

Applicant	Name:	Phone:
		Date of Birth:
	Home Address:	Email

By signing this document, I represent and attest under penalty of perjury that the information above is correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS TO NOTARY/TRUSTED AGENT:** Please verify the person named in this document is presenting at least one government-issued photo ID (List A or B) and, if the photo ID is not a national government ID (List A), a valid secondary ID (List B or C). **List A** - passport, permanent resident, a REAL ID, military ID, Global Entry, etc.; **List B** - non-REAL-ID Driver's License state-issued, Canadian-issued ID Card, military dependent's card, Native American tribal ID card, current school ID card with a photograph; **List C** - social security card, birth certificate, recent utility bill or financial account statement; carry permit, voter registration card; etc. **Unacceptable** - club/organization membership card (Rotary, Elks, Sam's, Costco), library card, marriage license (except to establish new surname).

ID # 1 (List A or B)	Document Type/Title (Must be Photo ID):	Photo: Y / N
	Issued By:	Serial #:
	Name on ID #1:	Exp. Date:

ID # 2 (List B or C)	Document Type/Title:	Photo: Y / N
	Issued By:	Serial #:
	Name on ID #2:	Exp. Date:

**ACKNOWLEDGMENT**

STATE/Commonwealth of _____ }	
County/Parish of _____ }	
On _____ personally appeared before me, _____ (insert name), who proved to me on the basis of satisfactory evidence, listed above, to be the person whose name is subscribed to the within instrument.	
I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.	
WITNESS my hand and official seal.	
_____ Notary/Trusted Agent Signs Here	
Print Name:	Date:
Phone:	Email: