

Washington State Climate Commitment Act

CITSS Proof of Identity Form

Form ECY 070-682



Publication Information

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CITSS Proof of Identity Form

User Registration Form #3

Name _____

CITSS User Reference Code #: _____

Complete this form and include the supporting documents listed below and on the [User Registration Checklist](#) to finish the CITSS user registration process. See the User Registration Checklist for instructions on how to submit this form and the supporting documents electronically to Ecology.

Section 1.0 Proof of Identity Documentation

You must submit copies of identity documents to verify the following information. One document must be a government-issued photo identification with your name and date of birth.

- Legal name
- Date of birth
- Photo
- Primary residence address
- Open bank account in the U.S.

1.1 Identity and Address Verification

The following table includes examples of documents you can submit for identity and address verification. You may use a combination of documents to prove your identity. Contact Ecology at RegistrarCCA@ecy.wa.gov if you have questions about acceptable identity documents.

Identity Document	Legal Name ¹	Date of Birth	Photo	Address
Federal, State, or Tribal-Issued ID	✓	✓	✓	✓
U.S. Driver's Permit or License	✓	✓	✓	✓
U.S. or Foreign Passport Book or Card	✓	✓	✓	
U.S. Military ID Card	✓	✓	✓	
U.S. Work Visa with Photo	✓	✓	✓	
U.S. Permanent Resident Card	✓	✓	✓	
An Immigration and Naturalization Service Form	✓	✓	✓	
U.S. or Foreign Birth Certificate	✓	✓		
Home Utility or Service Bill	✓			✓
Mortgage, Deed, Title, Property Tax Documents	✓			✓
Selective Service Card	✓	✓		✓
Lease Agreement	✓			✓
Homeowner's or Renter's Insurance Policy	✓			✓
W-2 or Form 1099	✓			✓
Auto Insurance Policy or Vehicle Registration	✓			✓
Letter Attesting to Residence in Alternate Housing *	✓			✓

* Contact Ecology for eligible alternate housing. Must be provided on company letterhead with phone number.

¹If there is an instance where your documents display different legal names, you may provide name change documentation, such as a marriage license, certificate, or court order for name change, with your User Registration Package.

1.2 Bank Account Verification

Option 1: Copy of your personal bank statement. The bank statement must identify that you are an account owner and must contain the bank's name and the bank's contact information. You may redact information such as bank account number, balance, and transactions.

Option 2: A letter from your financial institution confirming you have a bank account (see the appendix of the [CITSS New User Registration & User Profile Management Guide](#) for a template letter).

Section 2.0 Notarization of Identity and Address Verification Documentation

Submit an attestation from a notary that verifies your identity and the authenticity of your identity and address documents. Your documents can be notarized in a single notarization session with a notary public. The notarization must be within the last 3 months.

For example, you may have a copy of a government-issued document providing photographic evidence of your identity and address (e.g., driver's license) notarized to meet this requirement. A notarized document may be a separate document that refers to the proof of identity documents or a notarization of the proof of identity documents.

The notary stamp or seal, the notary public's name, the county or state of the notary public's place of business, and the commission expiration date must be legible on the notarized document. Discuss with your notary if they have an Identity Verification form they would prefer to use. If so, include the form as part of your User Registration Package.

You may also utilize an electronic or online notary. Notaries permitted to work within the State of Washington and conduct their practice virtually can provide you the same service as visiting a notary in person. Be sure you follow protocol to conduct the notarization correctly and receive your documents with all the above requirements.

Section 3.0 Felony Conviction within Previous Five Years

Have you had a criminal conviction in any jurisdiction in the previous five years constituting a felony under U.S. federal law or Washington law, or the equivalent thereof in the United States?

Check one box below:

Yes No

If you checked **yes**, provide additional information below.

Type of Violation: _____

Jurisdiction: _____

Year: _____

Section 4.0 Signature

Sign the Proof of Identity Form when completed. Refer to the [User Registration Checklist](#) for forms of acceptable signature.

Print Name: _____

Signature: _____

Date: _____

Submit this signed Proof of Identity Form, the notarized proof of identity document, additional supporting proof of identity documents, and the signed User Registration Form per the User Registration Checklist instructions. You must submit all required documentation for Ecology to review and approve a CITSS user account.

Information collected in this form may be used by Ecology to conduct searches in World-Check. Please refer to the privacy statement located at <https://www.refinitiv.com/en/products/world-check-kyc-screening/privacy-statement>.