DC CPR Tipsheet

Tips for Submitting Your Photo Identification Document

The photo identification document provides proof that the applicant is who they say they are. Many names are similar and reviewing the photo ID is a way to ensure the Child Protection Register (CPR) check is conducted on the right person. CFSA staff match the applicant being checked, by verifying the correct spelling of the name, date of birth, and the current or recent address. To do that, we require a color copy of a federal or state government-issued identification document that MUST INLCUDE: applicant name, photo, and date of birth. This can be:

▸ A Real ID driver's license or identification card; a regular driver's license or non-driver ID, or a paper copy of a temporary ID issued by a state motor vehicle department

▸ A military ID (active duty, retired, spouse, dependent); copy of front and back required if the date of birth is on the back

▸ A passport issued by the US or another country

▸ A non-US citizen ID card such as a permanent resident card ("green card")

▸ NOT acceptable: employee or school ID cards, library cards, social security cards, blurry card images, head shots/selfie

These documents are acceptable

These documents are NOT acceptable

CFSA receives thousands of applications each month and we track them by applicant name.
It's important that the document is saved with the correct filename format, indicated below, before it is submitted.
Do not put periods, punctuation, or special characters in the file name.

DO name the file per the instructions.
The file should include applicant first and last name, the document type (app and/or ID) and the date it is being submitted.
▸ firstname-lastname-ID-submission-date
▸ e.g., Jane-Doe-ID-01-14-22

DON'T give the file a generic name.
Incorrect file names will delay processing. These names are incorrect:
▸ Driver's License front.jpg
▸ image.png
▸ Scan-1635170332184.jpeg

Questions? Call 202-727-8885 or cfsa.cpr@dc.gov. Calls and emails will be responded to within 24 hours or the next business day.