

Requesting Manual State Identity Proofing to Access Manage My Case

- To request State Identity Proofing, fill out, sign, and return the [State Identity Proofing Request Form \(pdf\)](#), [IL444-3610 S FORMULARIO DE SOLICITUD DE PRUEBA DE IDENTIDAD DEL ESTADO \(pdf\)](#), and proof documents (listed on page 3 of the form).
- If an Approved Representative is completing the form, a signed [Approved Representative Form](#) MUST be mailed along with the Request form, and Proof Document, **even if one is already on file with the State**.
- Proof documents - you will need a copy of one (1) document from Column A or two (2) documents from Column B from the list of Acceptable Identity Proofing Documents.
- Return the completed form and proof documents to:
Illinois Department of Healthcare and Family Services Attn.: ID Proofing Unit
600 E. Ash, Building 500, 5th Fl.
Springfield, IL 62703 or
Return the form to your local or chosen FCRC
 The form cannot be emailed and should NOT be sent to Central Scanning.
- Allow 6-8 weeks to hear back from the state.
- If there are questions, email: ABE.Questions@illinois.gov

Column A	Column B
Illinois Driver's License	Birth Certificate
School Identification card	Social Security Card or Official document containing your Social Security Number
U.S. Military Draft Card or Draft Record	Marriage Certification
Identification card issued by the federal, state or local government	Divorce Decree

U.S. passport or U.S. passport card Foreign Passport with picture	High School or College Diploma (Including High School Equivalence Diploma)
Certificate of Naturalization (Form N-550 or N-570) or Certificate of U.S. Citizenship (Form N-560 or N-561)	Property Deed or Title
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	Employer Identification card
Military dependent's identification card	
Native American Tribal document	