Proof of Identity Needed to Process Unemployment Claim

The Division of Employment Security uses an identity proofing process to protect your personal information and minimize the risk of fraud.

You must report to your nearest Missouri Job Center with proof of identity on or before [specific date], Monday through Friday, except for state holidays, between 9 a.m. and 4 p.m. Acceptable proof should be in the form of a government-issued picture identification.

If you do not have a government-issued picture identification, see the back of this notice for a list of acceptable documents to prove your identity.

This notice must be brought to the Missouri Job Center with your proof of identity documents. To locate the Job Center nearest you, visit jobs.mo.gov/career-centers or call 888-728-JOBS (5627). If you live in another state, visit your nearest Job Center and ask staff to call 800-622-9188 to receive instructions for processing your identity documents.

Once your identity has been verified and you are determined to be eligible for benefits, any weekly requests for payment you have made will be paid.

Failure to provide proof of identity may result in a delay or denial of unemployment benefits. If you are unable to report by the date listed above, contact your Regional Claims Center at 573-751-9040 for additional instructions. Good cause for late reporting will be considered once your identity has been verified.
Instructions: You must present at least one document from each category.
(For example: A birth certificate and a copy of your paycheck)

Category A:
U.S. Citizen: Name, Date of Birth and Place of Birth
- Birth certificate - certified with an embossed, stamped or raised seal issued by a vital records agency (hospital-issued birth certificates and birth registration cards are not accepted)
- U.S. Certificate of Citizenship, Naturalization, or Birth Abroad
- A photocopy of a certified birth certificate (issued by a vital records agency) accompanied by a U.S. Military Identification Card or U.S. Military Discharge Papers

If you were born in Missouri and need to obtain a certified copy of your birth certificate, you may contact the Missouri Department of Health & Senior Services for assistance.

Non-U.S. Citizen: Name, Date of Birth and Place of Birth
- Non-U.S. citizens must present immigration documents indicating current status.

Category B:
Residential Address
Show residence with any recent document from this list:
- Utility Bill (phone, water, gas, electric, trash or sewer, etc.)
- Paycheck
- Government Check
- Mortgage Document
- Voter Registration Card
- Property Tax Receipt
- Housing Rental Contract
- Homeowner’s Insurance Policy
- Auto Insurance Policy
- W-2 or 1099 Form
- Education transcript for current school year from an educational institution
- Real Estate Tax Receipt, only if home address
- Letter from homeless shelter

NOTE: A Post Office Box is not acceptable as a residential address. A residential address is a person's true, fixed, principal, and permanent home, to which a person intends to return and remain, even though currently residing elsewhere.