



*Job Service North Dakota*  
 PO Box 5507 • Bismarck, ND 58506-5507  
 800-366-6888 (TTY) • 701-328-3054(Fax)

Identity theft is one of the fastest growing financial crimes in America. One of the fraud prevention initiatives undertaken by Job Service North Dakota (JSND) is the implementation of an identity verification process. As part of the claim filing process you were required to validate your identity by either a DMV verification or by selecting the employer(s) you worked for from a list provided by JSND.

Information you provided was verified against government records. We were unable to match the information you provided. Until JSND is able to verify your identity you will not be able to file a claim for unemployment benefits.

There are two ways to verify your identity.

1. Take a selfie with one of the acceptable forms of identification.
  - a. Make sure your photo and name on your identification card is clearly visible.
  - b. The identification card should not be blocking your face.
  - c. Log into your UI ICE account. At the UI ICE Account Locked page, click the Upload Document link and follow the steps to upload your selfie.
  
2. Print the Identity Verification form from the jobsnd.com website. Select Unemployment for Individuals, then Forms for Claimants. Here you will find the ID Verification form. You may also click the link below to view and print the required form
  - ID Verification Form
    - a. If you're unable to print the form, a copy will be sent to the mailing address you provided during the ID Verification process.
    - b. If your city, county or state offices are open to public foot traffic, bring this form and one acceptable form of identification listed on the 2nd page of this letter into the office.
    - c. The office personnel verifying your information will fill out the form.
    - d. Upload, fax or mail a copy of the completed form and a copy of your identification used to validate your identity to:
      - Upload documents: Log into your UI ICE account. At the UI ICE Account Locked page, click the Upload Document link and follow the steps to upload your completed ID Verification form.
      - Fax number: 701-328-3054
      - Mailing Address: PO Box 5507, Bismarck, ND 58506

- Image of Verified Identification

DO NOT SEND ORIGINAL DOCUMENTS

Name of claimant being verified: \_\_\_\_\_

Phone number of claimant being verified: \_\_\_\_\_

Claimant's UI ICE Login ID: \_\_\_\_\_

ID verified OK by: \_\_\_\_\_

Document # (1-13 from list on reverse): \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_



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**Instructions for completing identity verification:**

1. Validate the form of identification used is one from the list on this letter.
2. Validate the photograph on the identification presented matches the person.
3. If validation is successful, complete the bottom of page 1 including applying your office stamp and scanned image of the Identification

**Acceptable Forms of Identification**

1. U.S. Passport or U.S. Passport Card	8. Voter's registration card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	9. U.S. Military card or draft record
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa	10. Military dependent's ID card
4. Employment Authorization Document that contains a photograph (Form I-766)	11. U.S. Coast Guard Merchant Mariner Card
5. Driver's license or ID card issued by a State of outlying possession of the United States provided it contains a photograph and information such as name, date of birth, gender, height, eye color, and address	12. Native American tribal document
6. ID card issued by federal, state or local government agencies or entities provided it contains a photograph and information such as name, date of birth, gender, eye color, and address	13. Driver's license issued by a Canadian government authority
7. School ID card with photograph	