

## OCERS Administrative Procedure (OAP)

### Verification of Identity, Birthdate, and Marriage/Domestic Partnership Status

---

#### I. Purpose

This OCERS administrative procedure (OAP) sets forth the documentation OCERS staff will consider when verifying a member or beneficiary's identity, date of birth, marital/domestic partnership status, or termination of marriage/domestic partnership.

#### II. Authority

This OAP is established pursuant to the Chief Executive Officer (CEO) Charter, section 8.f., which directs the CEO to develop staff policies and procedures to ensure effective and efficient administration of member benefits. The OAP is in conformance with Board Policy, the County Employees Retirement Law (California Government Code section 31450, *et seq.*) (CERL), and the Public Employees' Pension Reform Act (Government Code, sections 7522 - 7522.74) (PEPRA).

#### III. Documentation

All records submitted to OCERS intended to establish identity, birth date, marriage/domestic partnership status, or termination of marriage/domestic partnership must be true and correct copies, with no alterations from the original document. An individual who provides false or altered documentation may be liable for repayment of any funds received based on the false documentation submitted, may forfeit any related benefit, and may be subject to criminal prosecution.

An authentic copy is a legible photocopy, scan, or photograph of an original document that has not been altered or modified. OCERS reserves the right to request certified copies or to view original documents if authenticity cannot be verified.

Documents in languages other than English must be accompanied by a certified English translation prepared by a qualified translator.

##### Identity Verification

OCERS will deem authentic and current copies of the following government-issued documents sufficient to verify the identity of a member or beneficiary:

- State-issued driver's license or identification card (including REAL ID-compliant documents)
- Passport
- U.S. Military ID
- Permanent Resident Card (Form I-551, "Green Card")

##### Date of Birth Verification

OCERS will deem authentic copies of the following documents sufficient to establish the birthdate of a member or beneficiary:

## **OCERS Administrative Procedure (OAP)**

### **Verification of Identity, Birthdate, and Marriage/Domestic Partnership Status**

---

- Birth certificate or delayed birth certificate
- U.S. passport
- Certificate of Naturalization (Form N-550 or N-570)
- Foreign passport with I-94
- Border crossing card with I-94
- Permanent Resident Card (Form I-551, "Green Card")
- State-issued driver's license or identification card (including REAL ID-compliant documents)
- Social Security Card issued by the Social Security Administration
- U.S. Military ID
- Military Discharge Certificate (DD214)

#### **Marriage or Domestic Partnership Status Verification**

Marriage certificates or domestic partnership registrations from other states will be accepted if the marriage or partnership was valid where contracted. OCERS will deem authentic copies of the following documents sufficient to establish the marriage or domestic partnership status of a member:

- Marriage certificate
- Declaration of Domestic Partnership or state-recognized certificate of domestic partnership

Termination of a marriage or partnership may be established by the following documents:

- Final judgment of dissolution of marriage or divorce decree
- Certificate of divorce (where issued by the jurisdiction)
- Certificate of termination of domestic partnership
- Death certificate of former spouse or domestic partner
- Domestic Relations Order (DRO) pertaining to the member's retirement benefits

#### **Alternative Birthdate, Marriage, or Domestic Partnership Evidence**

When none of the above documents can be produced, an alternative document, such as those listed below, may be submitted for review. OCERS will make a determination on whether they are sufficient to establish the date of birth, marriage, or domestic partnership status, or termination of marriage/domestic partnership:

- Sworn and notarized affidavits from at least two individuals with personal knowledge of the birth, marriage, or domestic partnership. Affidavits must state the basis of the affiant's knowledge, the specific date and location of the event, and the relationship of the affiant to the member.

## OCERS Administrative Procedure (OAP)

### Verification of Identity, Birthdate, and Marriage/Domestic Partnership Status

---

- Records of religious ceremonies (e.g., church, temple, or mosque records of a birth or marriage ceremony)
- State census records
- Hospital records/vaccination records
- Physician or midwife birth record
- School records
- Insurance policy records
- Court records or certified copies of divorce/dissolution proceedings
- Other credible records contemporaneous with the event

OCERS retains sole discretion to determine the sufficiency of alternative documentation and may request additional supporting documentation before making a final determination.

#### Electronic and Digitally-Issued Records

OCERS will accept electronic versions of the documents listed above if they meet all of the following criteria:

1. The electronic record is issued directly by a government agency, court, or authorized vital records entity;
2. The record contains verifiable security features such as a digital signature, digital seal, QR code, verification number, or other authentication mechanism; and
3. The record is verifiable through the issuing agency's official system or verification portal accessible to OCERS staff.

All three criteria must be met for OCERS to accept an electronic record.

Acceptable electronic records include:

- Electronic vital records certificates (birth, death, marriage) with digital seals issued by state or county vital records offices
- Digital immigration documents verified through USCIS online systems (myUSCIS account verification)
- Social Security Administration online account records showing verified information (mySSA account documentation)
- Mobile driver's licenses (mDL) verified through official state digital credential applications

The following are not acceptable as electronic records:

- Screenshots of online records without independent verification features
- Unverified printouts of web pages or online portals

## **OCERS Administrative Procedure (OAP)**

### **Verification of Identity, Birthdate, and Marriage/Domestic Partnership Status**

---

- Photographs of computer or mobile device screens
- Records from unofficial third-party aggregator websites
- Documents that cannot be independently verified by OCERS through official channels

OCERS reserves the right to request original paper documents or certified copies if the authenticity of an electronic record cannot be verified, or to directly access records through official government portals when available.