Medical Staff Services
2500 Green Road, Suite 700, Ann Arbor, MI 48105
Phone: 734-647-6865 Fax: 734-936-9757

IDENTIFICATION VERIFICATION FORM
DIRECTIONS FOR USE

1. Download form.
2. Attach digital photo of applicant.
   a. How to attach the photo:
      i. Right-click on photo box on the left side of the document;
      ii. Click "Add Image" from the menu;
      iii. Browse for the image file (acceptable formats include bmp, gif, jpeg, jpg, png, tif, tiff);
      iv. Double click on the image file;
      v. Place image in photo box.
   b. Photo must meet the following requirements:
      i. must be 2 x 2 inches (51 mm x 51 mm) color photo;
      ii. must be a passport photo, photo from a State/Federal ID, professional photo, or a photo from a work ID;
      iii. should be on a plain background;
      iv. there must be no one else (parts or whole) visible in the photo;
      v. selfies will not be accepted.
3. Fill in applicant information in Section 2.
   a. For PAs and APRNs, only fill in the primary department.
4. Complete section 3.
   a. Complete the identity verification.
      i. **The verification may be done at any point during the application process when the applicant:**
         1. **Comes in to pick up/complete the application**
         2. **Comes in for an interview by the department chair**
         3. **Communicates with you using a telecommunications link that includes both audio and video capabilities (e.g. Skype, FaceTime, Zoom, etc.)**
   b. Check the attestation box.
   c. Check the type of identification viewed.
   d. Identity verification can be completed by anyone is able to meet the candidate in person. It is not required that it is done by a department contact.
5. Type in your name, sign (electronic is acceptable), and date document.
6. Email document to the respective Credentialing Specialist (Staff List).