



Patent and Trademark Office Federal Credit Union

**VALID PROOF OF IDENTIFICATION
U.S. Citizen**

- Unexpired Driver's Permit/License
- Unexpired State I.D. Card
- Unexpired Military I.D. Card
- Unexpired Passport
- Employee Identification Card
- Birth Certificate
- Social Security Card
- USPTO Employee or Contractor Badge
- Recent Utility Bill*
- Recent Phone Bill*
- Most Current Pay Stub, No Older than 30 Days*

**VALID PROOF OF
IDENTIFICATION Non- U.S. Citizen**

- Tax Identification Number
- Passport Number & Country of Issuance
- Alien Identification Card Number
- Any other Government Issued Identification (bearing a photo) evidencing Nationality/Residence

If for any reason, that you are not able to be physically present when your PTOFCU account is opened, you must mail the following documents to the Credit Union:

- 1) Notarized and Completed **MEMBER SERVICES REQUEST PACKET**.
a) Please initial pages that do not require a signature.
- 2) Copy of (1) photo bearing approved documents from the list of **Valid Proof of Identification**. One must be a signature bearing document.

Mailing Address: Patent & Trademark Office FCU

501 Dulany Street, 1st Floor
Alexandria, VA 22314
ATTN: Member Services

***The address listed on these specific documents must match the address that will be used for the PTOFCU account.**