PROOF OF AGE B040

11/01/2006

PURPOSE

To provide guidelines for establishing acceptable proof of age for the purpose of administering the retirement plan and other employee benefits.

POLICY

All new University employees are required, as a condition of employment, to furnish acceptable proof of age upon date of appointment.

PROCEDURE

Proof of age must be submitted to the Office of Human Resources at the time of employment. Acceptable proof of age is normally considered to be a certified copy of a birth certificate or two other proofs as indicated below in order of preference. Additional proof, in unusual cases, may be required. All documents will be returned.

- Birth Certificate.
- Baptismal certificate or statement of date of birth as shown by church records, certified by custodian of such records.
- Notification of registration of birth in public registry or vital statistics.
- Hospital records of date of birth, certified by custodian of such records.
- Certificate of Social Security Award.
- Signed statement of physician or midwife in attendance, showing your date of birth on their records.
- Family Bible or other record, certified by a notary public.
- Naturalization record.
- Immigration papers.
- Passport.
- Record of military service.
- School record, certified by custodian of such records.
- Vaccination record, certified by custodian of such records.
- Insurance policy showing date of birth of age.
- Labor union of lodge records, certified by custodian of such records.
- Marriage records showing date of birth or age, certified by custodian of such records or marriage certificate.
- Other records, such as voting records; poll tax receipts, driver's license.