PROOF OF AGE B040

12/15/2006

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 appropriate Faculty Affairs office at the time of employment. Either a birth certificate or one of the other proofs listed below through Item #7 must be furnished. Legible proof as high on the list as possible should be submitted if you have it or can obtain it. A birth certificate, for example, is more acceptable than a passport or marriage record. Two proofs of age will be required by the Retirement Committee if your evidence is not conclusive, or below Item #7. It is to your advantage to submit the best proof available. PLEASE DO NOT SEND ORIGINAL DOCUMENTS THROUGH THE MAIL.

1. Birth Certificate
2. Baptismal certificate certified by custodian of such records
3. Notification of registration of birth in public registry or vital statistics
4. Hospital records of date of birth, certified by custodian of such records
5. Signed statement of physician or midwife in attendance, showing your date of birth on their records
6. Family Bible or other record, certified by a notary public
7. Passport

TWO PROOFS OF AGE REQUIRED

8. Immigration papers
9. Record of military service
10. School record, certified by custodian of such records
11. Vaccination record, certified by custodian of such records
12. Insurance policy showing date of birth or age
13. Labor union of lodge records, certified by custodian of such records
14. Marriage certificate or marriage records showing date of birth or age, certified by custodian of such records
15. Other records, such as voting records, poll tax receipts, driver's license