

## **AGENTS APPLY/RENEW/UPDATE REQUIREMENTS**

### **PHOTO REQUIREMENTS**

- The photo should not be blurry or granular.
- The photograph should be taken no more than 30 calendar days before application submission.
- The photo must be taken from the shoulders up, in front of a plain white background or backdrop, and be sure to leave free space around the head and shoulders.
- Make sure the picture is natural color and unredacted.
- Take the photograph in full-face view directly facing the camera with a neutral facial expression and both eyes open; prescription glasses and religious head coverings not covering any areas of the open face are allowed.

### **ACCEPTABLE DOCUMENTS FOR PROOF OF RESIDENCY**

- Bank Statement
- Cell Phone Bill
- Health Insurance Card
- Residential Lease Agreement
- Mortgage Statement
- Paycheck / Paystub
- Tax Return (IRS or State)
- Utility Bill (electricity, cable/internet, cell phone, etc.)
- Voter Registration Card
- Vehicle Title / Registration

### **SOCIAL SECURITY CARD REQUIREMENTS:**

- The SSN should match the one provided in the General Information section.
- The name in the SSN card should match the name in the General Information section.
- The SSN should have the signature of the applicant.