**FIS Medium Level of Assurance Digital Certificates  
In-Person Proofing Requirements**

If you are a supplier located in the United States, a Trusted Enrollment Agent (TEA) associated with the National Notary Association (NNA) will contact you to set-up a proofing appointment for Medium Level of Assurance (MLOA) Certificates. For users outside the United States, contact [Exostar Customer Support](http://www.myexostar.com/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=392).

You will be required to bring the **originals** of the following documents for the proofing session. No photocopies will be accepted: **However, the Employment Verification Letter does not require an original, and photocopies will be accepted during the In-Person Proofing session.**

* **Employment Verification Letter:** The employment verification letter should be printed on the company letterhead and duly signed by an authorized executive within your company. Sample verification letter available [here.](http://www.myexostar.com/uploadedFiles/Exostar%20Sample%20Employment%20Letter.pdf)
* **Identity Verification Document(s)**: Here is a list of acceptable documents for the proofing session:

**LIST A:** One item from this list fully satisfies the proofing requirement:

* A valid US passport
* A certificate of US citizenship
* A certificate of Naturalization
* An unexpired temporary resident card
* An unexpired employment authorization card
* A permanent resident card or alien registration receipt card
* An unexpired foreign passport with I-551 stamp
* An unexpired employment authorization document issued by DHS
* An unexpired reentry permit
* An unexpired refugee travel document

**LIST B:** One item from this list PLUS one item from list C, satisfies the proofing requirement.

* A valid driver's license
* An ID card issued by federal, state, or local government entity with personal information and a photo
* A school ID card with photo
* A voter registration card
* A US military card or draft record
* A military dependent's ID card
* A US Coast Guard Merchant Mariner Card
* A driver s license issued by a Canadian government authority

**LIST C:** One item from this list PLUS one item from list B, satisfies the proofing requirement.

* A US social security card issued by the Social Security Administration
* A certification of Birth Abroad issued by the Department of State
* An original or certified copy of a birth certificate
* A Native American tribal document
* A US Citizen ID Card (Form I-197)
* An ID Card for use as Resident Citizen in the United States (I-197)
* An unexpired employment authorization document issued by DHS