## **Documentation of Identity and Age**

The Code of Virginia requires child day centers and schools with licensed after school programs to verify each newly enrolled child's identity and date of birth—and to identify previous learning environments. The law further requires the center or school to notify the local law enforcement agency if this information is not provided within seven (7) days of enrollment.

Please attach a copy of your child's birth certificate or passport. This copy will be witnessed then returned to you. If you prefer to present the proof of identity in person, please bring this form and the birth certificate or passport on the first day of school and ask a school official to witness the document.

## PLEASE COMPLETE THE FOLLOWING INFORMATION: Name of Child: \_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_ Previous Child Care Providers and/or Schools: \_\_\_\_\_\_\_ DOCUMENTATION OF IDENTITY/AGE: (to be completed by school official/personnel) Document Viewed: \_\_\_\_\_\_\_ Number of Document: \_\_\_\_\_\_ Date Viewed: \_\_\_\_\_\_\_