



STATE IDENTITY PROOFING REQUEST FORM

The State of Illinois is committed to keeping your confidential information safe and secure. To do that, the State must verify your identity before you use Manage My Case (MMC) online.

The first step that you must take to verify your identity is to create an ABE account. If you do not have an ABE Account, go to <https://ABE.Illinois.gov> and select **Login** then **Create Account**.

Once you have an ABE account, there are 2 ways that the State of Illinois can verify your identity:

1. You can verify your identity through the ABE.Illinois.gov website. If you have not tried to verify your identity through ABE, please select the Green "Manage My Case" button, login to your ABE account, and complete the process. **You must do this before moving to #2.**
2. You can verify your identity by completing and submitting this form along with acceptable identity proofing documentation (listed on Page 3). **Note: This form can only be used if you have already tried to verify your identity online at ABE.Illinois.gov but could not.**

*ABE Username: _____

*First Name: _____

*Last Name: _____

*Date of Birth: _____

*Phone Number: _____

Email Address: _____

*Mailing Address: _____

If the mailing address above does not match the mailing address in our system, are you requesting that the state change the mailing address in the system?

Yes, change the address in the system.

No, do not change the address in the system.
Note, all client notices will be sent to the address in the State system.

***Provide one of the following:**

Social Security Number (SSN) (xxx-xx-xxxx): _____ **or**

Case or Application Number (9 digits): _____

Asterisks (*) are required fields.



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Is the Medicaid client listed above already getting services or selected to get services on a Developmental Disability waiver? Yes No

Are you currently in a nursing facility or other long-term care facility? Yes No

Is an Approved Representative, Guardian or someone with Power of Attorney acting on your behalf? Yes No

Note: If yes, a signed Approved Representative form **MUST** be included with this ID Proofing Request form or the State cannot process it. If a signed Approved Representative form **is attached**, the Approved Representative may act on behalf of the client. **A signed Approved Representative Form must be provided even if one has been submitted in the past.**

By submitting this request for State Identity Proofing, I am attesting that:

- I tried and failed Identity Proofing in ABE at: <https://ABE.Illinois.gov>.
- I am requesting that the State of Illinois verify my identity for the purposes of allowing me access to Manage My Case in the ABE system.
- Everything on this form is true and accurate to my knowledge.
- I am attaching a copy of the proof of identity from the attached list along with this form.
- (Be sure the copy is clear and able to be read.)

Printed Name of Client, Parent, Guardian or Approved Representative

Signature of Client, Parent, Guardian or Approved Representative

Date

Please allow 6 to 8 weeks to hear back. Once your information is reviewed, the State will mail you a Notice.

Return this form to: Illinois Department of Human Services
Attention: ID Proofing Unit
600 East Ash
Bldg. 500, 5th Floor
Springfield, IL 62703
Fax (217)557-1370

or return this form to your local FCRC.

I am requesting notification of decision by email and U.S. Mail

For questions, email ABE.Questions@Illinois.gov



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Acceptable Identity Proofing Documents

To show proof of identity, please send a copy of one (1) document from column A along with the State Identity Proofing Request Form. If you don't have a document from column A, submit copies of two (2) documents from column B along with the ID Proofing Request Form. You must submit copies of these documents even if you submitted them before as part of your application for benefits.

Column A Submit One (1) of These	Column B Alternatively, submit two (2) of these
Illinois Driver's License	Birth Certificate
School Identification card	Social Security Card or Official document containing your Social Security Number
U.S. Military Draft Card or Draft Record	Marriage Certification
Identification card issued by the federal, state or local government	Divorce Decree
U.S. passport or U.S. passport card	High School or College Diploma (Including High School Equivalence Diploma)
Certificate of Naturalization (Form N-550 or N-570) or Certificate of U.S. Citizenship (Form N-560 or N-561)	Property Deed or Title
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	Employer Identification card
Employment Authorization Document that contains a photograph (Form I-766)	
Military dependent's identification card	
Native American Tribal document	
U.S. Coast Guard Merchant Mariner card	
Foreign passport or identification card issued by a foreign embassy or consulate that contains a photograph	