

Exhibit D

City of Brainerd Standards for Verifying Identity

The following constitute proof of identity:

- An **adult** individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A **minor** individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The **parent or guardian of a minor** must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The **legal guardian** for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney
- A person **authorized by court** order must provide a valid photo ID and
 - The court order that identifies:
 - Persons authorized to access the individual's private data, and
 - The scope of the access
- A person authorized to access private data of a **deceased person** must provide a valid photo ID and
 - Documents establishing the relationship to the deceased, which may include:
 - Court-issued document appointing personal representative of the estate
 - Birth certificate to prove parental relationship
 - Marriage certificate to prove spousal relationship
 - Death certificate/notice of death
- Authorized representatives (such as **attorneys** and **insurers**) must provide
 - The name of the data subject
 - A description of the data they are authorizing access
 - The name of the person or entity being authorized to receive the private data
 - Data subject's notarized signature

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.