



## Acceptable Proof of Age Documents

Retirement Systems of Alabama  
PO Box 302150, Montgomery, Alabama 36130-2150  
877.517.0020 • 334.517.7000 • www.rsa-al.gov



Please attach to the birth date documentation the full name, Social Security number, and PID (if known), of the member whose account is to be changed/corrected.

### Your Information

Name \_\_\_\_\_  
First Middle/Maiden Last

Address \_\_\_\_\_  
Street or P.O. Box City State ZIP Code

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Acceptable Documents

*Since a conflict has arisen concerning your and/or your beneficiary's date of birth as listed with the Retirement Systems of Alabama, it will be necessary for you to furnish one of the following documents as proof of date of birth.*

#### Birth Certificate

- An original or certified copy issued by the state in which birth occurred. Contact the Bureau of Vital Statistics in that state for the necessary forms and instructions.

#### Delayed Birth Certificate

- An original or certified copy issued by the state in which birth occurred.

#### Bureau of Census Report

- Report from the U.S. Census Bureau in Pittsburg, Kansas, stating the age of the individual at a census year when the person was less than 20 years old. This document is used to verify year of birth only.

#### Baptismal Record or Parish Record

- An original or certified copy, wherein the age of the individual at the time of baptism is given.

#### Family Bible Record

- An original or certified copy giving the individual's date of birth.

#### School Record

- An original or certified copy giving the individual's date of birth.

#### Insurance Policy

- Policy giving the individual's date of birth provided that it is dated prior to the date of entry into the Retirement Systems.

#### Driver's License

- A copy of the individual's state-issued driver's license.

#### You may provide this office with an original document or a certified copy of the document.

- If an original document is submitted, it should be sent by registered or certified mail as a precaution against loss.
- If a copy is submitted, it must be certified by a Notary Public on the actual copy. *We cannot accept the copy of any document, not even the copy of a certified document, unless a Notary Public or other certifying official certifies the copy as true and correct.*

### Certification

*The following shows the correct manner for certification.*

I, (name of Notary Public or certifying official), do hereby certify that this is a true and correct copy of the (name of document) for (name of member or name of beneficiary).

Signature of Certifying Official \_\_\_\_\_

Title of Certifying Official \_\_\_\_\_

Date \_\_\_\_\_

(Official Seal)