



# US Passport and Immigration Document Verification

Driver License – Other Transactions

3-6-2025



## Revision History

<b>Effective Date of SOP:</b> 3/6/2025	<b>SOP Number:</b> SOP C.02
<b>Functional Area Name:</b> Driver License	<b>Division Name:</b> Other Transactions
<b>Last Review Date:</b> 3/3/2025	<b>Last Reviewer:</b> Regional Managers
<b>Next Review Date:</b> 3/3/2026	<b>Next Reviewer:</b> Regional Managers
<b>Executive Approval Date:</b> 3/6/2025	<b>Approved By:</b> Jaclyn McDuffey, Chief Product & Experience Officer

## Overview

These Standard Operating Procedures (SOP) explain how to verify the validity and authenticity of US-issued passports and immigration documents. SOK examiners are required to verify these documents prior to the issuance of a credential.

## Purpose

This SOP provides step-by-step instructions on how to verify US-issued passports in AAMVA and immigration documents in SAVE.

## Policy Statement

These procedures apply only to customers presenting US-issued passports or immigration documents.

## Compliance

n/a

## Systems

SAVE – System used to verify immigration documentation.  
AAMVA – System used to verify US passports.

## Roles

*List the roles and functions of anyone involved in the operations described within this document.*

Role	Responsibilities
Driver License Examiner	Processes credential issuance and verifies US passports/immigration documentation.

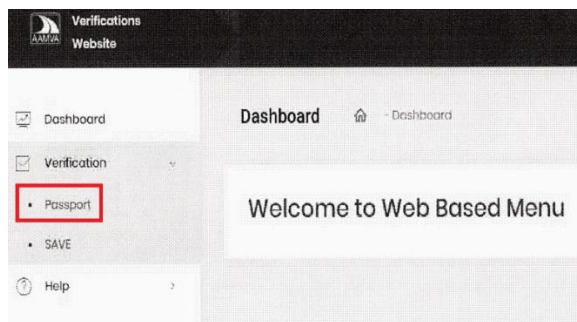
## Procedures

When issuing a credential, the applicant may present immigration documents or a US passport. These documents must be verified for their legitimacy in order to complete the transaction and issue the credential. Immigration documents are verified through SAVE, and US passports are verified through AAMVA.

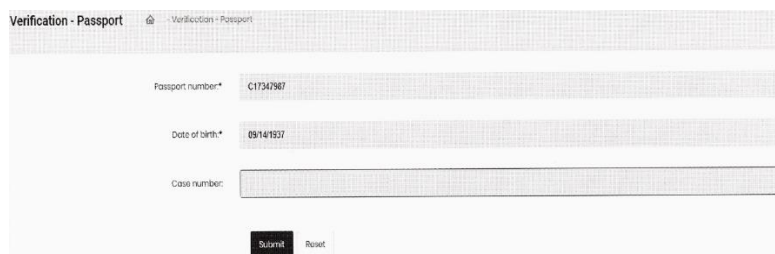
### US Passport Verification in AAMVA

#### Steps

1. **Open AAMVA** and log in. On the dashboard, click “Passport” on the left-side menu, under “Verification”.



2. Enter the passport number and date of birth on the customer’s passport, then click “Submit”.



3. If the system returns a match, the passport has been successfully verified.

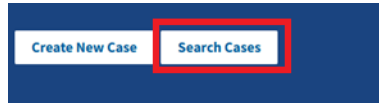


If the system returns “No Match”, carefully check the passport number and date of birth to verify that they match what is on the passport. If the system still returns “No Match”, the passport CANNOT be used as an identification document. The customer must present a birth certificate or another form of legal presence documentation.

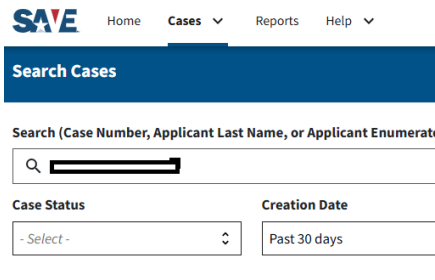
## Immigration Document Verification in SAVE

### Steps

1. **Open SAVE** and log in. On the main screen, click “Search Cases”.

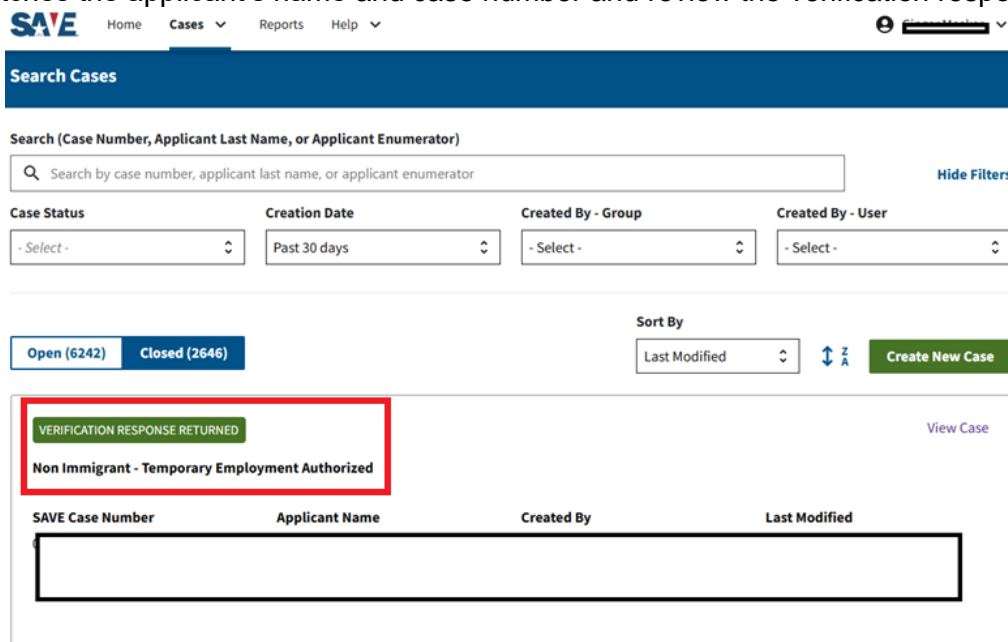


2. Copy the case number for the scanned immigration document being verified from D360. Paste it into the search bar in SAVE.



**NOTE:** Make sure to double-check the information before searching in SAVE. Examiners must be cognizant that Service Oklahoma is charged for each search in SAVE and are therefore encouraged to make sure that all data is correctly entered to minimize the number of necessary searches.

3. A list of search results matching the criteria will appear below. Look for the case that matches the applicant's name and case number and review the verification response.






- For more information on the case, click “View Case” in the top-right corner of the case entry.

- If the immigration document is valid, it will show a checkmark in a green box at the top, explaining the applicant’s current immigration status.

### SAVE Response

 **Applicant Status:** Non Immigrant - Temporary Employment Authorized

A non-national of the U.S. who is admitted for a specific reason and for a limited period of time. The applicant is temporarily allowed to work. See the [Guide to Understanding SAVE Verification Responses](#) for additional information. Follow your agency's policy when determining whether this applicant is eligible for benefits.