

# Person Validation Rules

## Appendix A - Person Validation Rules

### Person Search

Name	Accepted length of field	Validation			
		Required	Format	Default Value	Rules
Pre-Enrollment	6	No*	Text Field	Enter or Scan Enrollment Code	<ul style="list-style-type: none"> <li>*The Pre-enrollment field shall be required if searching by Pre-Enrollment code</li> <li>The Pre-Enrollment code shall a code consisting of 6 alpha-numeric characters.</li> </ul>
First Name	20	No*	Text Field	First Name	<p>-*The First Name field shall only be required when initiating person enrollment.</p> <p>-The system shall accept the characters specified below as valid characters in the first name.</p> <ul style="list-style-type: none"> <li>A-Z</li> <li>a-z</li> <li>Hyphen ( - )</li> <li>Apostrophe ( ' )</li> <li>Space( e.g. De Anza)</li> <li>Numeric</li> </ul>
Last Name	25	No*	Text Field	Last Name	<p>-*The Last Name field shall only be required when initiating person enrollment.</p> <p>-The system shall accept the characters specified below as valid characters in the last name.</p> <ul style="list-style-type: none"> <li>A-Z</li> <li>a-z</li> <li>Hyphen ( - )</li> <li>Apostrophe ( ' )</li> <li>Space( e.g. De Anza)</li> <li>Numeric</li> </ul>
Identifier Type	NA	No*	Drop-Drown	(Identifier Type)	<p>-*The Identifier Type field shall only be required when initiating person enrollment.</p> <p>-The following options shall be available in the Identifier Type drop down list:</p> <ul style="list-style-type: none"> <li>SSN</li> <li>Alien Registration Number</li> <li>Certificate of Naturalization</li> <li>DoD EDIPI</li> <li>Drivers License</li> <li>Employment Authorization Document</li> <li>Foreign ID (US Issued)</li> <li>National ID (Foreign Country Issued)</li> <li>Other</li> <li>Passport</li> <li>State ID</li> <li>Taxpayer ID Number (TIN)</li> </ul>

Identifier	Default 25; but varies in length per identifier	Yes	Text Field	Personal Identifier	<ul style="list-style-type: none"> <li>The Identifier field shall be required if an Identifier Type has been selected or when initiating person enrollment</li> </ul> <table border="1" data-bbox="919 222 1487 1346"> <thead> <tr> <th data-bbox="922 226 1040 285">Name</th> <th data-bbox="1040 226 1130 285">Min Length</th> <th data-bbox="1130 226 1211 285">Max length</th> <th data-bbox="1211 226 1333 285">Values</th> <th data-bbox="1333 226 1484 285">Character Format</th> </tr> </thead> <tbody> <tr> <td data-bbox="922 285 1040 464">SSN</td> <td data-bbox="1040 285 1130 464">9</td> <td data-bbox="1130 285 1211 464">9</td> <td data-bbox="1211 285 1333 464">Numeric</td> <td data-bbox="1333 285 1484 464">           Cannot be:           <ul style="list-style-type: none"> <li>000#####</li> <li>666#####</li> <li>9#####</li> <li>###00####</li> <li>#####0000</li> </ul> </td> </tr> <tr> <td data-bbox="922 464 1040 537">Alien Registration</td> <td data-bbox="1040 464 1130 537">7</td> <td data-bbox="1130 464 1211 537">10</td> <td data-bbox="1211 464 1333 537">Alphanumeric</td> <td data-bbox="1333 464 1484 537">Alpha-numeric (AXXXXXXXXX)</td> </tr> <tr> <td data-bbox="922 537 1040 596">Certificate of Naturalization</td> <td data-bbox="1040 537 1130 596">1</td> <td data-bbox="1130 537 1211 596">25</td> <td data-bbox="1211 537 1333 596">Alphanumeric</td> <td data-bbox="1333 537 1484 596">Alpha-numeric</td> </tr> <tr> <td data-bbox="922 596 1040 634">DoD EDI</td> <td data-bbox="1040 596 1130 634">10</td> <td data-bbox="1130 596 1211 634">10</td> <td data-bbox="1211 596 1333 634">Numeric</td> <td data-bbox="1333 596 1484 634">Numeric</td> </tr> <tr> <td data-bbox="922 634 1040 690">Drivers License</td> <td data-bbox="1040 634 1130 690">1</td> <td data-bbox="1130 634 1211 690">25</td> <td data-bbox="1211 634 1333 690">Alphanumeric</td> <td data-bbox="1333 634 1484 690">Alpha-numeric</td> </tr> <tr> <td data-bbox="922 690 1040 905">Employment Authorization Document</td> <td data-bbox="1040 690 1130 905">1</td> <td data-bbox="1130 690 1211 905">25</td> <td data-bbox="1211 690 1333 905">Alphanumeric</td> <td data-bbox="1333 690 1484 905">           Typical document contains both the Alien Registration Number and a Card number (example has 13 alphanumeric digits)         </td> </tr> <tr> <td data-bbox="922 905 1040 942">Foregin ID</td> <td data-bbox="1040 905 1130 942">9</td> <td data-bbox="1130 905 1211 942">9</td> <td data-bbox="1211 905 1333 942">Numeric</td> <td data-bbox="1333 905 1484 942"></td> </tr> <tr> <td data-bbox="922 942 1040 1041">National ID (Foreign Country Issued)</td> <td data-bbox="1040 942 1130 1041">1</td> <td data-bbox="1130 942 1211 1041">25</td> <td data-bbox="1211 942 1333 1041">Alphanumeric</td> <td data-bbox="1333 942 1484 1041"></td> </tr> <tr> <td data-bbox="922 1041 1040 1079">Other</td> <td data-bbox="1040 1041 1130 1079">1</td> <td data-bbox="1130 1041 1211 1079">25</td> <td data-bbox="1211 1041 1333 1079">Alphanumeric</td> <td data-bbox="1333 1041 1484 1079"></td> </tr> <tr> <td data-bbox="922 1079 1040 1117">Passport</td> <td data-bbox="1040 1079 1130 1117">6</td> <td data-bbox="1130 1079 1211 1117">9</td> <td data-bbox="1211 1079 1333 1117">Alphanumeric</td> <td data-bbox="1333 1079 1484 1117"></td> </tr> <tr> <td data-bbox="922 1117 1040 1155">State ID</td> <td data-bbox="1040 1117 1130 1155">1</td> <td data-bbox="1130 1117 1211 1155">25</td> <td data-bbox="1211 1117 1333 1155">Alphanumeric</td> <td data-bbox="1333 1117 1484 1155"></td> </tr> <tr> <td data-bbox="922 1155 1040 1341">Taxpayer Identification Number</td> <td data-bbox="1040 1155 1130 1341">9</td> <td data-bbox="1130 1155 1211 1341">9</td> <td data-bbox="1211 1155 1333 1341">Numeric</td> <td data-bbox="1333 1155 1484 1341">           ranges:           <ul style="list-style-type: none"> <li>900700000 to 999889999</li> <li>900900000 to 999929999</li> <li>900940000 to 999999999</li> </ul> </td> </tr> </tbody> </table>	Name	Min Length	Max length	Values	Character Format	SSN	9	9	Numeric	Cannot be: <ul style="list-style-type: none"> <li>000#####</li> <li>666#####</li> <li>9#####</li> <li>###00####</li> <li>#####0000</li> </ul>	Alien Registration	7	10	Alphanumeric	Alpha-numeric (AXXXXXXXXX)	Certificate of Naturalization	1	25	Alphanumeric	Alpha-numeric	DoD EDI	10	10	Numeric	Numeric	Drivers License	1	25	Alphanumeric	Alpha-numeric	Employment Authorization Document	1	25	Alphanumeric	Typical document contains both the Alien Registration Number and a Card number (example has 13 alphanumeric digits)	Foregin ID	9	9	Numeric		National ID (Foreign Country Issued)	1	25	Alphanumeric		Other	1	25	Alphanumeric		Passport	6	9	Alphanumeric		State ID	1	25	Alphanumeric		Taxpayer Identification Number	9	9	Numeric	ranges: <ul style="list-style-type: none"> <li>900700000 to 999889999</li> <li>900900000 to 999929999</li> <li>900940000 to 999999999</li> </ul>
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Issuer	NA	Collectively Required	Drop-Down	(Identifier Issuer)	<ul style="list-style-type: none"> <li>The system shall make the issuer required/not required based on the specified below issuer rules.</li> </ul> <table border="1"> <thead> <tr> <th rowspan="2">If the Identifier Type selected is:</th> <th colspan="2">Issuer</th> </tr> <tr> <th>Is Required</th> <th>Is Not Required</th> </tr> </thead> <tbody> <tr> <td>SSN</td> <td></td> <td>x</td> </tr> <tr> <td>Drivers License</td> <td>Populate State List</td> <td></td> </tr> <tr> <td>Passport</td> <td>Populate Country List</td> <td></td> </tr> <tr> <td>Foreign ID</td> <td></td> <td>x</td> </tr> <tr> <td>Temporary identifier</td> <td></td> <td>x</td> </tr> <tr> <td>DBIDS Identifier</td> <td></td> <td>x</td> </tr> <tr> <td>Tax Identification Number</td> <td></td> <td>x</td> </tr> <tr> <td>Other Identifier</td> <td></td> <td>x</td> </tr> <tr> <td>State ID</td> <td>Populate State List</td> <td></td> </tr> <tr> <td>Employment Authorization Document</td> <td></td> <td>x</td> </tr> <tr> <td>DOD_ED_PN_ID</td> <td></td> <td>x</td> </tr> <tr> <td>National ID (foreign Country Issued)</td> <td>Populate Country List</td> <td></td> </tr> <tr> <td>Alien Registration Number</td> <td></td> <td>x</td> </tr> </tbody> </table>	If the Identifier Type selected is:	Issuer		Is Required	Is Not Required	SSN		x	Drivers License	Populate State List		Passport	Populate Country List		Foreign ID		x	Temporary identifier		x	DBIDS Identifier		x	Tax Identification Number		x	Other Identifier		x	State ID	Populate State List		Employment Authorization Document		x	DOD_ED_PN_ID		x	National ID (foreign Country Issued)	Populate Country List		Alien Registration Number		x
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Date of Birth	NA	Yes	Acceptable Formats <ul style="list-style-type: none"> <li>MM/DD/YYYY</li> </ul>	DOB	<p>The system shall accept the specified below dates as valid date of birth.</p> <ul style="list-style-type: none"> <li>must be on or after 1/1/1900</li> <li>must be on or before sysdate</li> <li>Month values are from 01 to 12; day ranges depend on months selected</li> </ul>																																												

## Biographic Information

Name	Accepted length of field	Validation			
		Required	Format	Default Value	Rules
Last Name	26	Yes	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the last name.</p> <ul style="list-style-type: none"> <li>A-Z</li> <li>a-z</li> <li>Hyphen ( - )</li> <li>Apostrophe ( ' )</li> <li>Space( e.g. De Anza)</li> <li>Numeric</li> </ul>

Middle Name	20	No	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the middle name.</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space( e.g. De Anza)</li> <li>• Numeric</li> </ul>
First Name	20	Yes	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the first name.</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space( e.g. De Anza)</li> <li>• Numeric</li> </ul>
Suffix	NA	No	Drop-down	Select	<p>The following options shall be available in the 'Suffix' drop down list:</p> <ul style="list-style-type: none"> <li>• (blank)</li> <li>• I</li> <li>• II</li> <li>• Jr</li> <li>• Sr</li> <li>• III</li> <li>• IV</li> <li>• V</li> </ul>
Date of Birth	NA	Yes	Acceptable Formats: • MM/DD/YYYY	NA	<p>The system shall accept the specified below dates as valid date of birth.</p> <ul style="list-style-type: none"> <li>• must be on or after 1/1/1900</li> <li>• must be on or before sysdate</li> <li>• Month values are from 01 to 12; day ranges depend on months selected</li> </ul>
Gender	NA	No	Drop-down	Unknown	<p>The drop-down options shall include the following:</p> <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Unknown</li> </ul>
Citizenship	NA	Yes	Drop-down	Select	<ul style="list-style-type: none"> <li>• AFGHANISTAN</li> <li>• AKROTIRI</li> <li>• ALBANIA</li> <li>• ALGERIA</li> <li>• AMERICAN SAMOA</li> <li>• ANDORRA</li> <li>• ANGOLA</li> <li>• ANGUILLA</li> <li>• ANTARCTICA</li> <li>• ANTIGUA AND BARBUDA</li> <li>• ARGENTINA</li> <li>• ARMENIA</li> <li>• ARUBA</li> <li>• ASHMORE AND CARTIER ISLANDS</li> <li>• AUSTRALIA</li> <li>• AUSTRIA</li> <li>• AZERBAIJAN</li> <li>• BAHAMAS, THE</li> <li>• BAHRAIN</li> <li>• BAKER ISLAND</li> <li>• BANGLADESH</li> <li>• BARBADOS</li> <li>• BASSAS DA INDIA</li> <li>• BELARUS</li> <li>• BELGIUM</li> <li>• BELIZE</li> <li>• BENIN</li> <li>• BERMUDA</li> <li>• BHUTAN</li> <li>• BOLIVIA</li> <li>• BONAIRE, SINT EUSTATIUS, AND SABA</li> <li>• BOSNIA AND HERZEGOVINA</li> <li>• BOTSWANA</li> <li>• BOUVET ISLAND</li> </ul>

- BRAZIL
- BRITISH INDIAN OCEAN TERRITORY
- BRUNEI
- BULGARIA
- BURKINA FASO
- BURMA
- BURUNDI
- CABO VERDE
- CAMBODIA
- CAMEROON
- CANADA
- CAYMAN ISLANDS
- CENTRAL AFRICAN REPUBLIC
- CHAD
- CHILE
- CHINA
- CHRISTMAS ISLAND
- CLIPPERTON ISLAND
- COCOS (KEELING) ISLANDS
- COLOMBIA
- COMOROS
- CONGO (BRAZZAVILLE)
- CONGO (KINSHASA)
- COOK ISLANDS
- CORAL SEA ISLANDS
- COSTA RICA
- CROATIA
- CUBA
- CURACAO
- CYPRUS
- CZECH REPUBLIC
- DENMARK
- DHEKELIA
- DIEGO GARCIA
- DJIBOUTI
- DOMINICA
- DOMINICAN REPUBLIC
- ECUADOR
- EGYPT
- EL SALVADOR
- ENTITY 6
- EQUATORIAL GUINEA
- ERITREA
- ESTONIA
- ETHIOPIA
- EUROPA ISLAND
- FALKLAND ISLANDS (ISLAS MALVINAS)
- FAROE ISLANDS
- FIJI
- FINLAND
- FRANCE
- FRENCH GUIANA
- FRENCH POLYNESIA
- FRENCH SOUTHERN AND ANTARCTIC LANDS
- GABON
- GAMBIA, THE
- GAZA STRIP
- GEORGIA
- GERMANY
- GHANA
- GIBRALTAR
- GLORIOSO ISLANDS
- GREECE
- GREENLAND
- GRENADA
- GUADELOUPE
- GUAM
- GUANTANAMO BAY NAVAL BASE
- GUATEMALA
- GUERNSEY
- GUINEA
- GUINEA-BISSAU
- GUYANA
- HAITI
- HEARD ISLAND AND MCDONALD ISLANDS
- HONDURAS
- HONG KONG
- HOWLAND ISLAND
- HUNGARY
- ICELAND
- INDIA
- INDONESIA
- IRAN

- IRAQ
- IRELAND
- ISLE OF MAN
- ISRAEL
- ITALY
- IVORY COAST
- JAMAICA
- JAN MAYEN
- JAPAN
- JARVIS ISLAND
- JERSEY
- JOHNSTON ATOLL
- JORDAN
- JUAN DE NOVA ISLAND
- KAZAKHSTAN
- KENYA
- KINGMAN REEF
- KIRIBATI
- KOREA, NORTH
- KOREA, SOUTH
- KOSOVO
- KUWAIT
- KYRGYZSTAN
- LAOS
- LATVIA
- LEBANON
- LESOTHO
- LIBERIA
- LIBYA
- LIECHTENSTEIN
- LITHUANIA
- LUXEMBOURG
- MACAU
- MACEDONIA
- MADAGASCAR
- MALAWI
- MALAYSIA
- MALDIVES
- MALI
- MALTA
- MARSHALL ISLANDS
- MARTINIQUE
- MAURITANIA
- MAURITIUS
- MAYOTTE
- MEXICO
- MICRONESIA, FEDERATED STATES OF
- MIDWAY ISLANDS
- MOLDOVA
- MONACO
- MONGOLIA
- MONTENEGRO
- MONTSERRAT
- MOROCCO
- MOZAMBIQUE
- NAMIBIA
- NAURU
- NAVASSA ISLAND
- NEPAL
- NETHERLANDS
- NEW CALEDONIA
- NEW ZEALAND
- NICARAGUA
- NIGER
- NIGERIA
- NIUE
- NORFOLK ISLAND
- NORTHERN MARIANA ISLANDS
- NORWAY
- OMAN
- PAKISTAN
- PALAU
- PALMYRA ATOLL
- PANAMA
- PAPUA NEW GUINEA
- PARACEL ISLANDS
- PARAGUAY
- PERU
- PHILIPPINES
- PITCAIRN ISLANDS
- POLAND
- PORTUGAL
- PUERTO RICO

- QATAR
- REUNION
- ROMANIA
- RUSSIA
- RWANDA
- SAINT BARTHELEMY
- SAINT HELENA, ASCENSION, AND TRISTAN DA CUNHA
- SAINT KITTS AND NEVIS
- SAINT LUCIA
- SAINT MARTIN
- SAINT PIERRE AND MIQUELON
- SAINT VINCENT AND THE GRENADINES
- SAMOA
- SAN MARINO
- SAO TOME AND PRINCIPE
- SAUDI ARABIA
- SENEGAL
- SERBIA
- SEYCHELLES
- SIERRA LEONE
- SINGAPORE
- SINT MAARTEN
- SLOVAKIA
- SLOVENIA
- SOLOMON ISLANDS
- SOMALIA
- SOUTH AFRICA
- SOUTH GEORGIA AND SOUTH SANDWICH ISLANDS
- SOUTH SUDAN
- SPAIN
- SPRATLY ISLANDS
- SRI LANKA
- SUDAN
- SURINAME
- SVALBARD
- SWAZILAND
- SWEDEN
- SWITZERLAND
- SYRIA
- TAIWAN
- TAJIKISTAN
- TANZANIA
- THAILAND
- TIMOR-LESTE
- TOGO
- TOKELAU
- TONGA
- TRINIDAD AND TOBAGO
- TROMELIN ISLAND
- TUNISIA
- TURKEY
- TURKMENISTAN
- TURKS AND CAICOS ISLANDS
- TUVALU
- UGANDA
- UKRAINE
- UNITED ARAB EMIRATES
- UNITED KINGDOM
- UNITED STATES
- UNKNOWN
- URUGUAY
- UZBEKISTAN
- VANUATU
- VATICAN CITY
- VENEZUELA
- VIETNAM
- VIRGIN ISLANDS, BRITISH
- VIRGIN ISLANDS, U.S.
- WAKE ISLAND
- WALLIS AND FUTUNA
- WEST BANK
- WESTERN SAHARA
- YEMEN
- ZAMBIA
- ZIMBABWE

Eye Color	NA	No	Drop Down	Unknown	<p>The drop-down options shall include the following:</p> <ul style="list-style-type: none"> <li>• Brown</li> <li>• Green</li> <li>• Blue</li> <li>• Hazel</li> <li>• Black</li> <li>• Gray</li> <li>• Violet</li> <li>• Other</li> </ul>																						
Hair Color	NA	No	Drop-down	Unknown	<p>The drop-down options shall include the following:</p> <ul style="list-style-type: none"> <li>• Blonde</li> <li>• Brown</li> <li>• Black</li> <li>• Gray</li> <li>• Red</li> <li>• White</li> <li>• Silver</li> <li>• Auburn</li> <li>• N/A</li> <li>• Other</li> </ul>																						
Height (ft.) and (in)	NA	No	Text Field	0	<ul style="list-style-type: none"> <li>• The system shall display height as feet and inches.</li> <li>• The system shall store height in total inches.</li> <li>• The system shall accept the specified below height in feet and inches as valid height <ul style="list-style-type: none"> <li>• Feet must be <math>\geq 1</math> and <math>\leq 8</math></li> <li>• Inches must be <math>\geq 0</math> and <math>\leq 11</math></li> </ul> </li> <li>• The maximum height the system will accept shall be 8 ft. and 3 in.</li> </ul>																						
Weight (lbs.)	NA	No	Text Field	NA	<ul style="list-style-type: none"> <li>• Must be <math>\geq</math> than 0 and <math>\leq 999</math></li> </ul>																						
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Value	Default 25; but varies in length per identifier	Yes	Text Field	NA	<table border="1"> <thead> <tr> <th>Name</th> <th>Min Length</th> <th>Max length</th> <th>Values</th> <th>Character Format</th> </tr> </thead> <tbody> <tr> <td>SSN</td> <td>9</td> <td>9</td> <td>Numeric</td> <td>Cannot be: <ul style="list-style-type: none"> <li>• 000#####</li> <li>• 666#####</li> <li>• 9#####</li> <li>• ###00####</li> <li>• #####0000</li> </ul> </td> </tr> <tr> <td>Alien Registration</td> <td>7</td> <td>10</td> <td>Alphanumeric</td> <td>Alpha-numeric (AXXXXXXXXX)</td> </tr> <tr> <td>Certificate of Naturalization</td> <td>1</td> <td>25</td> <td>Alphanumeric</td> <td>Alpha-numeric</td> </tr> <tr> <td>DoD EDI</td> <td>10</td> <td>10</td> <td>Numeric</td> <td>Numeric</td> </tr> <tr> <td>Drivers License</td> <td>1</td> <td>25</td> <td>Alphanumeric</td> <td>Alpha-numeric</td> </tr> <tr> <td>Employment Authorization Document</td> <td>1</td> <td>25</td> <td>Alphanumeric</td> <td>Typical document contains both the Alien Registration Number and a Card number (example has 13 alphanumeric digits)</td> </tr> <tr> <td>Foregin ID</td> <td>9</td> <td>9</td> <td>Numeric</td> <td></td> </tr> <tr> <td>National ID (Foreign Country Issued)</td> <td>1</td> <td>25</td> <td>Alphanumeric</td> <td></td> </tr> <tr> <td>Other</td> <td>1</td> <td>25</td> <td>Alphanumeric</td> <td></td> </tr> <tr> <td>Passport</td> <td>6</td> <td>9</td> <td>Alphanumeric</td> <td></td> </tr> <tr> <td>State ID</td> <td>1</td> <td>25</td> <td>Alphanumeric</td> <td></td> </tr> <tr> <td>Taxpayer Identification Number</td> <td>9</td> <td>9</td> <td>Numeric</td> <td>ranges: <ul style="list-style-type: none"> <li>• 900700000 to 999889999</li> <li>• 900900000 to 999929999</li> <li>• 900940000 to 999999999</li> </ul> </td> </tr> </tbody> </table>	Name	Min Length	Max length	Values	Character Format	SSN	9	9	Numeric	Cannot be: <ul style="list-style-type: none"> <li>• 000#####</li> <li>• 666#####</li> <li>• 9#####</li> <li>• ###00####</li> <li>• #####0000</li> </ul>	Alien Registration	7	10	Alphanumeric	Alpha-numeric (AXXXXXXXXX)	Certificate of Naturalization	1	25	Alphanumeric	Alpha-numeric	DoD EDI	10	10	Numeric	Numeric	Drivers License	1	25	Alphanumeric	Alpha-numeric	Employment Authorization Document	1	25	Alphanumeric	Typical document contains both the Alien Registration Number and a Card number (example has 13 alphanumeric digits)	Foregin ID	9	9	Numeric		National ID (Foreign Country Issued)	1	25	Alphanumeric		Other	1	25	Alphanumeric		Passport	6	9	Alphanumeric		State ID	1	25	Alphanumeric		Taxpayer Identification Number	9	9	Numeric	ranges: <ul style="list-style-type: none"> <li>• 900700000 to 999889999</li> <li>• 900900000 to 999929999</li> <li>• 900940000 to 999999999</li> </ul>
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Issuer	NA	Collectively Required	Drop-down	(Identifier Issuer)	The system shall make the issuer required/not required based on the specified below issuer rules.																																														
					<table border="1"> <thead> <tr> <th>IF Identifier Type is</th> <th colspan="2">Issuer</th> </tr> <tr> <td></td> <th>Is Required</th> <th>Is Not Required</th> </tr> </thead> <tbody> <tr> <td>SSN</td> <td></td> <td>x</td> </tr> <tr> <td>Drivers License</td> <td>Populate State List</td> <td></td> </tr> <tr> <td>Passport</td> <td>Populate Country List</td> <td></td> </tr> <tr> <td>Foreign ID</td> <td></td> <td>x</td> </tr> <tr> <td>Temporary identifier</td> <td></td> <td>x</td> </tr> <tr> <td>DBIDS Identifier</td> <td></td> <td>x</td> </tr> <tr> <td>Tax Identification Number</td> <td></td> <td>x</td> </tr> <tr> <td>Other Identifier</td> <td></td> <td>x</td> </tr> <tr> <td>State ID</td> <td>Populate State List</td> <td></td> </tr> <tr> <td>Employment Authorization Document</td> <td></td> <td>x</td> </tr> <tr> <td>DOD_ED_PN_ID</td> <td></td> <td>x</td> </tr> <tr> <td>National ID (foreign Country Issued)</td> <td>Populate Country List</td> <td></td> </tr> <tr> <td>Alien Registration Number</td> <td></td> <td>x</td> </tr> </tbody> </table>		IF Identifier Type is	Issuer			Is Required	Is Not Required	SSN		x	Drivers License	Populate State List		Passport	Populate Country List		Foreign ID		x	Temporary identifier		x	DBIDS Identifier		x	Tax Identification Number		x	Other Identifier		x	State ID	Populate State List		Employment Authorization Document		x	DOD_ED_PN_ID		x	National ID (foreign Country Issued)	Populate Country List		Alien Registration Number		x
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Is Primary	NA	Yes	Check box	NA	NA																																														
Issuance Date	NA	Yes	Acceptable Formats: <ul style="list-style-type: none"> <li>MM/DD/YYYY</li> <li>Day Month Year</li> </ul>	NA	The system shall accept the specified below dates as valid issuance date <ul style="list-style-type: none"> <li>must be on or before sysdate</li> <li>Month value are from 01 to 12; day ranges depend on months selected</li> </ul>																																														
End Date	NA	Selectively Required	NA	NA	Must be > sysdate																																														
Remarks	4000	No	Text Field	NA	The system shall accept all characters and spaces.																																														

## Person Contact

Name	Accepted length of field	Validation			
		Required	Format	Default Value	Rules
Address 1	45	Yes	Text Field	NA	The system shall accept the characters specified below as valid characters in the Address 1 field: <ul style="list-style-type: none"> <li>A-Z</li> <li>a-z</li> <li>Hyphen ( - )</li> <li>Apostrophe ( ' )</li> <li>Space</li> </ul>

Address 2	40	No	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the Address 2 field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Address Type		Yes	Drop-down	NA	<p>The options for the address types are as follows:</p> <ul style="list-style-type: none"> <li>• Home</li> <li>• Work</li> <li>• Mailing</li> </ul>
City	28	Yes	Text Field	NA	NA

State/Province	NA	Yes	Drop-down	(select a State/Province)	<p>The system shall allow the specified below:</p> <table border="1" data-bbox="857 180 1489 638"> <tr> <td data-bbox="857 180 1013 310">IF Country selected is</td> <td colspan="2" data-bbox="1013 180 1489 310">State</td> </tr> <tr> <td data-bbox="857 310 1013 375"></td> <td data-bbox="1013 310 1159 375">Is Req</td> <td data-bbox="1159 310 1489 375">IsNot-Req</td> </tr> <tr> <td data-bbox="857 375 1013 464">US</td> <td data-bbox="1013 375 1159 464">Populate State List</td> <td data-bbox="1159 375 1489 464"></td> </tr> <tr> <td data-bbox="857 464 1013 638">Other than US</td> <td data-bbox="1013 464 1159 638"></td> <td data-bbox="1159 464 1489 638"> X  Application shall convert this field to be a text Field. </td> </tr> </table> <ul style="list-style-type: none"> <li>• APO/FPO</li> <li>• APO/FPO (New York)</li> <li>• Alaska</li> <li>• Alabama</li> <li>• Arkansas</li> <li>• Arizona</li> <li>• California</li> <li>• Colorado</li> <li>• Connecticut</li> <li>• District of Columbia</li> <li>• Delaware</li> <li>• Florida</li> <li>• Georgia</li> <li>• Hawaii</li> <li>• Iowa</li> <li>• Idaho</li> <li>• Illinois</li> <li>• Indiana</li> <li>• Kansas</li> <li>• Kentucky</li> <li>• Louisiana</li> <li>• Massachusetts</li> <li>• Maryland</li> <li>• Maine</li> <li>• Michigan</li> <li>• Minnesota</li> <li>• Missouri</li> <li>• Mississippi</li> <li>• Montana</li> <li>• North Carolina</li> <li>• North Dakota</li> <li>• Nebraska</li> <li>• New Hampshire</li> <li>• New Jersey</li> <li>• New Mexico</li> <li>• Nevada</li> <li>• New York</li> <li>• Ohio</li> <li>• Oklahoma</li> <li>• Oregon</li> <li>• Pennsylvania</li> <li>• Rhode Island</li> <li>• South Carolina</li> <li>• South Dakota</li> <li>• Tennessee</li> <li>• Texas</li> <li>• Utah</li> <li>• Virginia</li> <li>• Vermont</li> <li>• Washington</li> <li>• Wisconsin</li> <li>• West Virginia</li> <li>• Wyoming</li> </ul>	IF Country selected is	State			Is Req	IsNot-Req	US	Populate State List		Other than US		X Application shall convert this field to be a text Field.
IF Country selected is	State																
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APO/FPO	18	No	Text Field	NA	NA												

Postal Code	10	Yes	Text Field	NA	Must be a numeric Value
Phone Number	14	Yes	Text Field	NA	The phone number shall be entered in the format of (____) ____-____
Type (Phone)	NA	Yes	Drop-down	NA	The drop-down options shall include the following: <ul style="list-style-type: none"> <li>• Home</li> <li>• DSN</li> <li>• Fax</li> <li>• Mobile</li> <li>• Work</li> </ul>
Email Address	254	Yes	Text Field	NA	The system shall accept an email address from a user, only if the email address matches the specified below rules:  must have 1 '@' sign
Type (Email)	NA	Yes	Drop-down	NA	The drop-down options shall include the following: <ul style="list-style-type: none"> <li>• Home</li> <li>• Work</li> </ul>

## Person Assets

Name	Accepted length of field	Validation			
		Required	Format	Default Value	Rules
Weapons - Weapon Type	NA	Yes	Drop -down	NA	The drop-down options shall include the following: <ul style="list-style-type: none"> <li>• Pistol</li> <li>• Sword</li> <li>• Knife</li> <li>• Bow</li> <li>• Other martial arts Weapon</li> <li>• Rifle</li> <li>• Other</li> <li>• Shotgun</li> <li>• Revolver</li> </ul>
Weapons - Serial ID	50	Yes	Text Field	NA	The System shall accept Alpha-numeric Characters
Weapons - Manufacture Name	50	Yes	Text Field	NA	The system shall accept the characters specified below as valid characters in the Manufacture Name field: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Weapons - Caliber	50	Yes	Text Field	NA	The system shall accept the characters specified below as valid characters in the Caliber field: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Weapons - Storage Location	50	Yes	Text Field	NA	The system shall accept the characters specified below as valid characters in the Store Location field: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>

Weapons - Armory contact	50	Yes	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the Armory Contact field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Weapons - Registration Date	NA	Yes	Acceptable Formats: • MM/DD/YYYY	Current Date of registration	<ul style="list-style-type: none"> <li>• Must be on sysdate</li> <li>• Month values are from 01 to 12; day ranges depend on months selected</li> </ul>
Weapons - Cleared date	NA	Yes	Acceptable Formats: • MM/DD/YYYY	NA	<ul style="list-style-type: none"> <li>• must be on or before sysdate</li> <li>• Month Value or from 01 to 12; day ranges depend on months selected</li> </ul>
Weapons - Notes	250	No	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the notes field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Pet - Name	50	Yes	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the name field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Pet - Type	NA	Yes	Drop-down	NA	<p>The drop-down options shall include the following:</p> <ul style="list-style-type: none"> <li>• Amphibian</li> <li>• Bird</li> <li>• Cat</li> <li>• Dog</li> <li>• Horse</li> <li>• Livestock</li> <li>• Other</li> <li>• Rabbit</li> <li>• Reptile</li> <li>• Rodent</li> <li>• Unknown</li> </ul>
Pet - Breed	50	Yes	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the Breed field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Pet - License Number	20	Yes	Text Field	NA	The System shall accept alpha-numeric characters.
Pet - Registration date		Yes	Acceptable Formats: • MM/DD/YYYY	Current Date of registration	<ul style="list-style-type: none"> <li>• must be on sysdate</li> <li>• month values are from 01 to 12; day ranges depend on months selected</li> </ul>
Pet - Cleared Date		Yes	Acceptable Formats: • MM/DD/YYYY	NA	<ul style="list-style-type: none"> <li>• must be on or before sysdate</li> <li>• Month values are from 01 to 12; day ranges depend on months selected</li> </ul>

Pet - Notes	250	No	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the notes field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Bicycles/mopeds - Type	NA	Yes	Drop-down	NA	<p>The drop-down options shall include the following:</p> <ul style="list-style-type: none"> <li>• Bike</li> <li>• Moped</li> </ul>
Bicycles/mopeds - Manufacture	18	Yes	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the Manufacture field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Bicycles/mopeds - Model	18	Yes	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the Model field:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• a-z</li> <li>• Hyphen ( - )</li> <li>• Apostrophe ( ' )</li> <li>• Space</li> </ul>
Bicycles/mopeds - Color	NA	Yes	Drop - down	NA	<p>The drop-down options shall include the following:</p> <ul style="list-style-type: none"> <li>• Black</li> <li>• Blue</li> <li>• Brown</li> <li>• Burgundy</li> <li>• Copper</li> <li>• Cream</li> <li>• Dark</li> <li>• Blue</li> <li>• Gold</li> <li>• Green</li> <li>• Gray</li> <li>• Light Blue</li> <li>• Multi-Color</li> <li>• Maroon</li> <li>• No Paint</li> <li>• Orange</li> <li>• Pink</li> <li>• Purple</li> <li>• Red</li> <li>• Silver</li> <li>• Tan</li> <li>• Taupe</li> <li>• Teal</li> <li>• Turquoise</li> <li>• Two-Tone</li> <li>• Violet</li> <li>• White</li> <li>• Yellow</li> <li>• Other</li> </ul>
Bicycles/mopeds - Decal Number	18	Yes	Text Field	NA	The System shall accept alpha-numeric characters.
Bicycles/mopeds - Serial ID	20	Yes	Text Field	NA	The System shall accept alpha-numeric characters.
Bicycles/mopeds - Registration Date	NA	Yes	Acceptable Formats: • MM/DD/YYYY	Current date of registration	<ul style="list-style-type: none"> <li>• must be on sysdate</li> <li>• month values from 01 to 12; day ranges depend on months selected</li> </ul>

Bicycles/mopeds - Cleared Date	NA	Yes	Acceptable Formats: <ul style="list-style-type: none"><li>MM/DD/YYYY</li></ul>	NA	<ul style="list-style-type: none"> <li>must be on or before sysdate</li> <li>month values are from 01 to 12; day ranges depend on months selected</li> </ul>
Bicycles/mopeds - Notes	250	No	Text Field	NA	<p>The system shall accept the characters specified below as valid characters in the notes field:</p> <ul style="list-style-type: none"> <li>A-Z</li> <li>a-z</li> <li>Hyphen ( - )</li> <li>Apostrophe ( ' )</li> <li>Space</li> </ul>

## Person Security Profile

Name	Accepted length of field	Validation			
		Required	Format	Default Value	Rules
Vehicle Limit	NA	Yes	Text Field		
Weapon Limit	NA	Yes	Text Field		
Can Sponsor DBIDS Card	NA	No	Checkbox	NA	NA
Can Sponsor Non-DoD Card	NA	No	Checkbox	NA	NA
Can Sponsor Visitor Pass	NA	No	Checkbox	NA	NA

## Manage DBIDS Credentials

Name	Accepted length of field	Validation			
		Required	Format	Default Value	Rules

Category	NA	Yes	Drop-down	Conveyance	<p>The drop-down options shall include the following 'Categories' as well as the corresponding 'Sponsor type' and DBIDS card 'Color stripe':</p> <table border="1"> <thead> <tr> <th>Categories</th> <th>Sponsor type</th> <th>Color stripe</th> </tr> </thead> <tbody> <tr><td>Conveyance</td><td>org</td><td>green</td></tr> <tr><td>Emerg Esntl Civilian</td><td>org</td><td>red</td></tr> <tr><td>Facilities Service</td><td>person</td><td>green</td></tr> <tr><td>Facility Use</td><td>person</td><td>yellow</td></tr> <tr><td>Foreign Civ Visitor</td><td>org</td><td>blue</td></tr> <tr><td>Foreign Gov Civ</td><td>org</td><td>blue</td></tr> <tr><td>Foreign Gov Contr</td><td>person</td><td>blue</td></tr> <tr><td>Foreign Mil Depndnt</td><td>person</td><td>blue</td></tr> <tr><td>Foreign Mil Retiree</td><td>org</td><td>blue</td></tr> <tr><td>Foreign Military</td><td>person</td><td>blue</td></tr> <tr><td>Long Term Visitor</td><td>org</td><td>yellow</td></tr> <tr><td>Maintenance</td><td>org</td><td>green</td></tr> <tr><td>Other</td><td>person</td><td>yellow</td></tr> <tr><td>Personal Delivery</td><td>person</td><td>yellow</td></tr> <tr><td>Personal Services</td><td>org</td><td>yellow</td></tr> <tr><td>Privatized Housing</td><td>person</td><td>yellow</td></tr> <tr><td>US Gov Civilian</td><td>person</td><td>green</td></tr> <tr><td>US Gov Contractor</td><td>org</td><td>green</td></tr> <tr><td>Volunteer</td><td>person</td><td>yellow</td></tr> </tbody> </table>	Categories	Sponsor type	Color stripe	Conveyance	org	green	Emerg Esntl Civilian	org	red	Facilities Service	person	green	Facility Use	person	yellow	Foreign Civ Visitor	org	blue	Foreign Gov Civ	org	blue	Foreign Gov Contr	person	blue	Foreign Mil Depndnt	person	blue	Foreign Mil Retiree	org	blue	Foreign Military	person	blue	Long Term Visitor	org	yellow	Maintenance	org	green	Other	person	yellow	Personal Delivery	person	yellow	Personal Services	org	yellow	Privatized Housing	person	yellow	US Gov Civilian	person	green	US Gov Contractor	org	green	Volunteer	person	yellow
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Volunteer	person	yellow																																																															
Issue Date	NA	yes-non-editable	Day Month Year	populated with the date of registration	Issue Date shall not be an editable field																																																												
Expiration Date	NA	Yes	Acceptable Formats: • MM/DD/YYYY	NA	NA																																																												
Escort Limit	NA	No	Drop-down	NA	The drop-down options shall range from 0 - 10																																																												
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Remarks	4000	No	Text Field	NA	The system shall accept all characters and spaces.																																																												
Termination Reason	NA	Required when terminating a credential	Drop-down	NA	<p>The options for the termination reasons are as follows:</p> <ul style="list-style-type: none"> <li>Deleted - Wrong association</li> <li>Expired</li> <li>Lost or Stolen</li> <li>Replaced by new credential</li> <li>Terminated before expiration</li> <li>Unconfirmed credential</li> <li>Unreadable barcode</li> </ul>																																																												

## Manage Visitor Pass

Name	Accepted length of field	Validation			
		Required	Format	Default Value	Rules
Issue Date	NA	No	Day Month Year	populated with the date of registration	Issue Date shall not be an editable field
Expiration Date	NA	Yes	Acceptable Formats: • MM/DD/YYYY	NA	NA
Termination Reason	NA	No	Drop-down	NA	The drop-down options shall include the following: <ul style="list-style-type: none"> <li>• Deleted - wrong association</li> <li>• Expired</li> <li>• Lost or Stolen</li> <li>• Replaced by new credential</li> <li>• Terminated before expiration</li> <li>• Unconfirmed credential</li> <li>• Unreadable Barcode</li> </ul>
Remarks	4000	No	Text Field	NA	The system shall accept all characters and spaces.
Termination Reason	NA	Required when terminating a credential	Drop Down	NA	The options for the termination reasons are as follows: <ul style="list-style-type: none"> <li>• Deleted - Wrong association</li> <li>• Expired</li> <li>• Lost or Stolen</li> <li>• Replaced by new credential</li> <li>• Terminated before expiration</li> <li>• Unconfirmed credential</li> <li>• Unreadable barcode</li> </ul>