

## **Identity Verification Form**

Upon request by Dominion Energy, this form must be completed to validate an individual's identity in connection with establishing or maintaining a utility account with Dominion Energy.

### **Section I**

I, \_\_\_\_\_, the undersigned, do hereby state and declare the following:  
PRINTED NAME

This Identity Verification Form concerns utility service at the following service location:

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

I understand that knowingly making any false or fraudulent statement or representation may constitute a violation of federal, state, or local criminal statutes, and may result in imposition of a fine or imprisonment or both.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section II (to be completed by a notary)**

State: \_\_\_\_\_ County: \_\_\_\_\_

I do hereby certify that \_\_\_\_\_ personally appeared before me this day and is known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_.

My commission expires: \_\_\_\_\_

Notary Printed Name: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

This Identity Verification Form was completed by a notary at the following address:

Notary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Identity Verification Form Instructions

Instructions for Applicant: In order to receive service from Dominion Energy, this Identity Verification Form must be completed. **Service will not be provided until the completed form is received by Dominion Energy.**

1. Complete all fields in Section I.
2. Present yourself to a licensed notary.
3. Have the licensed notary complete Section II (request an ink notary stamp). The name and address should be the location at which the notary can be contacted. For example: XYZ Bank, 123 Main Street, Columbia SC 29212 or notary's home address.
4. Return the completed and notarized Identity Verification Form using one of these methods:  
Fax: 1-803-617-0594  
Email: [Support@ScContactUs.DominionEnergyAccount.com](mailto:Support@ScContactUs.DominionEnergyAccount.com)  
Mail: Dominion Energy South Carolina  
MC 24x7 2A  
PO BOX 764  
Columbia, SC 29202
5. Once received, Dominion Energy may contact you if necessary at the contact number provided in Section I on the Identity Verification Form to complete the application process. Otherwise, your request will be completed as requested.
6. If you have any questions, please call us at 1-800-251-7234 Monday through Friday from 7am to 6pm. Our customer service representatives are available to assist you.

## Instrucciones del formulario de verificación de identidad

Instrucciones para el solicitante: Para recibir los servicios, se debe completar este formulario de verificación de identidad. **Los servicios no se proporcionarán hasta que Dominion Energy reciba el formulario completo.**

1. Complete todos los campos de la Sección I.
2. Presentese ante un notario certificado.
3. Solicite que el notario certificado complete la Sección II (se requiere un sello con tinta del notario). El nombre y la dirección deben pertenecer al lugar donde se pueda contactar el notario. (Por ejemplo: XYZ Bank, 123 Main Street, Columbia SC 29212 o el domicilio de el notario).
4. Envíe el formulario de verificación de identidad completo y sellado por el notario mediante uno de estos métodos:  
Fax: 1-803-617-0594  
Correo electrónico: [Support@ScContactUs.DominionEnergyAccount.com](mailto:Support@ScContactUs.DominionEnergyAccount.com)  
Correo postal: Dominion Energy South Carolina  
Código de correo: 24x7 2A  
Apartado de correos 764  
Columbia, SC 29202
5. Una vez recibido, de ser necesario utilizaremos el numero de teléfono proporcionado en la Sección I del formulario de verificación de identidad para contactarlo y completar el proceso de la solicitud.
6. Si tiene alguna pregunta, llámenos al 1-800-251-7234. de lunes a viernes de 7:00 a.m. a 6:00 p.m. Nuestros representantes de atención al cliente están disponibles para ayudarlo.