



Port of Benton Janitorial Services for all Sites by task orders.

All Supplies shall be purchased by the contractor and billed to the Port of Benton using a separate invoice listing supplies only. Each task order must be referenced on invoices. Invoices each month should be sent to ap@portofbenton.com

Due to the governmental work and special circumstances of some Port tenants and tenant buildings as a whole, the Port must require that any bidder is able to meet necessary response times for unscheduled work and emergencies. On a 24/7 basis, and bidder must be able to respond to unscheduled or emergency work within sixty (60) minutes of notification.

Attached is a bid sheet that is required to be filled out, so each task order is broken down. You can also attach your scope of work for additional clarification.

Mandatory Pre-Bid Meeting is on February 17th and February 18th at 8:00 AM. Attendance for both days is required. Meet at the Port office at 3250 Port of Benton Blvd., Richland (Entrance at North End of Bldg)

*******All Contractors attending this meeting will be required to present one of the identification forms listed on the ID for Hanford Visitor Badging Requirements Attached.*******

***Point of Contact for Mandatory Pre-Bid Meeting is Joe Pisca (509) 578-4639**

All communication between the Contractor and the Port must be directed to procurement@portofbenton.com

The proposal is to be sent electronically procurement@portofbenton.com or dropped off at 3250 Port of Benton Blvd., Richland WA.(North Entrance)

Issue Request for Proposals	February 6, 2026
Pre-Bid Meeting North Entrance of Bldg 3250 POB Blvd.	February 17 & 18, 2026 by 8:00 AM
Proposals Due	March 5, 2026 by 2:00 PM
Commission Approval	March 18, 2026
Contract Award	March 19, 2026
Contract Start Date	April 1, 2026

Task Order 1	2880 Lee Rd., Prosser at the Prosser Wine & Food Park
Services to be performed once per week on Thursday	<ul style="list-style-type: none">• Clean and sanitize all restroom fixtures. (sinks, toilets and urinals, door handles)• Clean mirrors.• Wipe down stalls and doors inside and out.• Empty trash and replace liners, including sanitary bins. Wash out trash receptacles as needed.• Sweep the floor and remove debris.• Wet mop floors• Dust/remove all cobwebs from windows and corners.• Restock all supplies in both restrooms.
Monthly Services:	Clean air vents and return ducts.
Annual Services:	Clean linoleum, vinyl floors, and re-wax and/or auto scrub tile flooring

Task Order 2	111 Nunn Rd., Prosser at the Prosser Airport
Services to be performed once per week on Thursday	
<ul style="list-style-type: none"> • Clean and sanitize all restroom fixtures. (Sinks, toilets and urinals, door handles) • Clean mirrors. • Wipe down stalls and doors inside and out. • Empty trash and replace liners, includes sanitary bins. Wash out trash receptacles as needed. • Sweep the floor and remove debris. • Wet mop floors • Dust/remove all cobwebs from windows and corners. • Restock all supplies in both restrooms. 	

Monthly Services: Clean air vents and return ducts.

Annual Services: Clean all floors thoroughly.

Task Order 3	2345 Stevens Dr., Richland at HMIS/DOE Facility
Downstairs Services to be performed Monday through Thursday between 8:00 a.m. and 4:00 p.m. (No Fridays)	
Upstairs Services to be performed Monday thru Thursday	
Cleaning includes five (4) sets of restrooms, one (1) lunchroom, two (2) locker rooms and warehouse offices	
<p>Daily Services:</p> <ul style="list-style-type: none"> • Entryways: Clean entry glass inside and outside, remove cobwebs and dust, Vacuum carpet, including mats at entries and offices, wet mop tile and vinyl floors, dust windowsills and ledges. • Offices: Empty trash and replace liners (wash out trash receptacles as needed), sweep and mop vinyl floors, vacuum carpets, dust as needed. • Restrooms & Locker Rooms: Sweep and mop floors, clean and disinfect showers, toilets, urinals and sinks, fill paper and soap dispensers as needed, clean mirrors. Empty trash and replace liners, including sanitary bins. (Wash out trash receptacles as needed) • Lunchroom: Empty trash receptacles (Wash out as needed), clean counters, sinks, tables, stove top and exterior of refrigerator, sweep and wet mop floors. 	
Weekly Services: Dust upstairs conference area, vacuum runners in front of office in warehouse.	
Monthly Services: Clean air vents and return ducts.	
<p>Bi-Annual Services: Twice a year – Clean and shampoo carpets</p> <p>Twice a year – Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring</p> <p>Twice a year – Clean interior glass in offices and break rooms.</p>	
Annual Services: Once a year – Clean and seal ceramic tile flooring	

Task Order 4	2345 Stevens Dr., Richland for Commons area
Services to be performed Monday thru Thursday after 5:00 p.m.	
Cleaning includes five (5) entry ways, four (4) staircases, two (2) elevators, One (1) restroom, one (1) lunch/break room and commons hallways.	
Daily Services:	
<ul style="list-style-type: none"> • Entryways: Clean entry glass inside and outside, remove cobwebs, vacuum carpet, including mats, sweep and wet mop tile and vinyl floors, dust windowsills and ledges • Stairs: Wet mop vinyl floors and steps, vacuum carpets, wipe and disinfect handrails and door handles. • Restrooms: Empty trash receptacles, including sanitary bins. (Wash out as needed), sweep and wet mop floors, clean and disinfect toilets, urinals, fixtures, and sinks, fill paper and soap dispensers, clean mirrors, check and fill dispensers as needed, and clean mirrors. 	
Weekly Services:	
<ul style="list-style-type: none"> • Hallways: Vacuum carpets, dust windowsills and ledges • Lunchroom: Empty trash receptacles, clean counters, sinks and tables, sweep and wet mop floors, clean and disinfect walls, partitions and shelves. • Recycle Bins: Empty recycling bins into the large recycling bin outside the building weekly or as needed. 	
Monthly Services: Clean air vents and return ducts.	
Bi-Annual Services: Twice a year: clean and shampoo carpets	
Twice a year: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	
Twice a year: clean windows inside and out.	
Twice a year: pressure wash building exterior.	
Annual Services: Once a year: clean and seal ceramic tile flooring	
Once a year: clean interior glass in halls and commons area.	

Task Order 5	2650 Salk Ave., Richland
Services to be performed one day a week	
Weekly Services:	
<ul style="list-style-type: none"> • Clean and mop all hard Surface floors. • Empty all trash receptacles including the outside garbage can. • Clean and disinfect restrooms including toilets, urinals, fixtures, sinks. • Fill all paper and soap dispensers in restrooms and lunchroom. • Clean break room surfaces and floors. • Empty break room garbage. 	
Monthly Services: Clean air vents and return ducts.	
Bi-Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 6	1861 Terminal Dr., Richland
Services to be performed one day a week	
Weekly Services:	
<ul style="list-style-type: none"> • Clean and mop all hard area floors. • Empty all trash receptacles including the outside garbage can. • Clean and disinfect restrooms including toilets, urinals, fixtures, sinks. • Fill all paper and soap dispensers in restrooms and lunchroom. • Clean lunchroom sinks, counters, tables, etc., including washing dishes. 	
Bi-Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 7	2060 Airport Way, Richland
Services to be performed one day a week	
Weekly Services:	
<ul style="list-style-type: none"> • Sweep and mop floors. • Empty all trash receptacles. (including sanitary bins) • Clean and disinfect restrooms including toilets, urinals, fixtures, sinks, and mirror. • Fill all paper and soap dispensers in restrooms. 	
Bi-Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 8	3250 Port of Benton Blvd., Richland
Services to be performed five (5) times per week: Monday thru Friday	
Daily Services:	
<ul style="list-style-type: none"> • Front Entry: Clean main entry glass doors inside and out, remove smudges and spots from foyer interior glass, clean interior and exterior window frames to remove cobwebs, sweep away debris from front door area and between entry doors, sweep and mop tile floors, vacuum all carpeted areas and mats, dust furniture, tables, wall hangings, ledges and other accessible surfaces, clean smudges from fronts of display glass. • Reception/Admin Support/Offices: Clean and disinfect hard counter surfaces including areas behind reception. Dust accessible areas to include desks, workstations, office equipment and counters. Vacuum carpeted areas. Remove trash and replace trash liners as needed. (Wash out bins as needed) Wipe interior window ledges and remove smudges from interior glass. • Conference Rooms: Clean and disinfect tables. Wipe chairs and chair bases and reset around table. Clean counters and remove any coffee cups, etc. Dust wall hangings and any other accessible furniture. Vacuum carpeted areas. Remove smudges from interior glass and wipe window ledges. Remove trash and replace liners. (Wash out as needed) • Kitchen/Coffee Bar: Clean and disinfect counters and table. Dishes are to be washed and put away. Wipe down all appliances, rinse out coffee servers. Clean microwave inside and out. Vacuum, sweep and mop floors. Remove Empty trash receptacles and replace liners. (Wash out as needed) Refill paper and soap dispensers as needed. • Restrooms: Clean and disinfect toilets, urinals, and sinks. Clean mirrors and wipe down stall doors, handrails, walls, light switches, and door handles. Empty trash receptacles and replace liners, including sanitary bins (Clean out as needed). Sweep and mop floors. Refill all paper and soap dispensers. • Hallways/File Room: Remove smudges from interior glass. Dust wall hangings, furniture and accessible areas in hallways. Check for and remove cobwebs. Vacuum carpeted areas in hallway and vacuum file room as needed. • Common Areas Bathroom: Clean and disinfect toilets, urinals, and sinks. Clean mirrors and wipe down stall doors, handrails, walls, light switches, and door handles. Empty trash receptacles and replace liners, including sanitary bins (wash out as needed). Sweep and mop floors. Refill all paper and soap dispensers. Clean showers as needed and wipe down the front of lockers. • Common Areas: Clean all main south entry glass doors inside and out. Sweep and mop tile entry ways. Vacuum all carpeted hallways. Wipe down drinking fountain. • Common Areas Kitchen: Clean and disinfect counters. Wipe down front surface of all appliances and rinse out coffee servers. Clean microwave inside and out. Sweep and mop floors. Empty trash receptacles and replace liners (wash as needed). Refill paper and soap dispensers as needed. • On going services: Remove marks on walls or report marks found if unable to remove. Spot cleaning carpets as needed. 	

Weekly Services:

- **South area of building** - Clean all entry glass and sweep and mop tile floor.
- **Common area conference room** – AS Needed – Clean tables, chairs, and chair bases. Empty trash receptacles and replace liners. Clean entry door inside and out. Dust wall hangings and other accessible furniture.

Monthly Services: Vacuum all edges of all carpeted areas. Dust accessible blinds in offices. Check all office areas for cobwebs. Dust and wipe down air ducts, return vents, and ceiling systems.

Bi-Annual Services: Two (2) times a year interior and exterior cleaning of all windows. Some exceptions to interior tenant spaces. Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring

Annual Services: Clean carpets within Port of Benton's space and Commons area space.

Task Order 9	3100 George Washington Way, Richland
Services to be performed five (5) times per week: Monday thru Friday	
Daily Services:	
<ul style="list-style-type: none">• Restrooms: Clean and disinfect toilets, urinals, and sinks. Clean mirrors and wipe down stall doors, handrails, walls, light switches, and door handles. Empty trash receptacles and replace liners. Sweep and mop floors. Refill all paper and soap dispensers.• Common Hallways and Corridors: Clean all entry door glass inside and out. Dust wall hangings. Check for and remove cobwebs. Vacuum carpeted areas.• Conference Room (Check nightly for usage and clean as needed) Clean and disinfect tables. Wipe chairs and chair bases and reset chairs around table. Clean counters and remove coffee servers, cups, etc. Dust wall hangings, sills, and any other accessible furniture. Vacuum carpeted areas. Empty trash receptacles and replace liners.• Kitchen off of Conference Room: Clean and disinfect counters, tables, and reset chairs. Wipe down all appliances, rinse out coffee servers. Clean microwave inside and out. Refill paper and soap dispensers as needed. Vacuum Carpet. Empty trash receptacles and replace liners.	
Weekly Services: Recycle Bins: Empty recycling bins into the large recycling bin outside the building weekly or as needed.	
Monthly Services: Clean out cigarette urns. Edge vacuum all carpeted areas. Clean air vents and return ducts within common area. Clean interior Conference room and kitchen windows.	
Bi-Annual Services: Clean all interior Commons Area windows and all exterior windows. Clean interior Conference room and kitchen windows. Clean carpets in common area. Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 10	2579 Stevens Drive, Richland
Services to be performed two times a week (Tuesday & Thursday)	
Restrooms	
<ul style="list-style-type: none"> • Clean and sanitize all restroom fixtures. (Sinks, toilets and urinals, door handles) • Clean mirrors. • Wipe down stalls and doors inside and out. • Empty trash and replace liners, includes sanitary bins. Wash out trash receptacles as needed. • Sweep the floor and remove debris. • Wet mop floors • Dust/remove all cobwebs from windows and corners. • Restock all supplies in both restrooms. 	
Lunchroom:	
<ul style="list-style-type: none"> • Clean and disinfect counter tops and table surfaces • Empty trash and replace liners. Wash out trash receptacles as needed. • Sweep the floors and remove debris • Wet mop floors • Restock soap and paper as needed 	
Monthly Services: Clean air vents and return ducts.	
Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 11	Crow Butte Park, Paterson
Cleaning will be on an as needed basis so will be billed by hourly rate	
<ul style="list-style-type: none"> • Marina/Outhouse Restrooms: Clean and disinfect toilets (base and sides), urinals, sinks. Clean fixtures to include dispensers, faucets, hooks, handrails, and doorknobs. Clean mirrors to remove smudges. Empty trash receptacles and replace liners. (Includes sanitary bins) Clean windowsills. Remove cobwebs as needed, and tracks. Sweep and mop floors. Clean walls as needed. • Camp/Day Use Restroom: Clean and disinfect toilets (base and sides), urinals, sinks. Clean fixtures to include dispensers, faucets, hooks, handrails, and doorknobs. Clean and disinfect showers and benches. Clean mirrors to remove smudges. Empty trash receptacles and replace liners. (Includes sanitary bins) Clean windowsills and tracks. Remove cobwebs from corners. Sweep and mop floors. Clean walls as needed. Dust or wipe clean air ducts and return vents. 	

Task Order 12	Misc one time cleaning.
Instructions will be provided at the time of scheduling a cleaning. This will be billed by hourly rate.	

Task Order 13**3250 Port of Benton Suite C, D, & F (Orano)**

Services to be performed Monday thru Thursday after 5:00 p.m. Friday garbage and wipe down as needed only

Daily Services:

Suite D:

- Reception Area: Clean and disinfect hard counter surfaces.
- Dust accessible areas, vacuum carpets, empty trash receptacles and replace liners.
- 18 offices will require dusting and disinfecting accessible areas, large areas with (8) workstations will require dusting and disinfecting accessible areas, empty trash receptacles and replace liners.
- Conference Room: Conference room table to be wiped down and disinfected along with any hard surfaces (chairs), empty trash receptacles.
- Clean interior entry glass and all door windows when needed.
- (Do not move desk contents)

Suite C

- 2 offices/break room will require dusting and disinfecting of accessible areas, vacuum carpet, empty trash receptacles and replace liners.
- Lg Room: Dust and disinfect all accessible areas, empty all trash receptacles and replace liners (Do not move desk contents)

Suite F

- 4 offices will require dusting and disinfecting of accessible areas, vacuum carpet, empty trash receptacles and replace liners. (Do not move desk contents)
- Clean interior entry windows and doors with windows when needed
- Reception area: clean and disinfect all accessible areas, empty trash receptacles and replace liners. (Do not move desk contents)

Empty Recycle Bins as needed.

Semi Annual: Clean interior windows

*Annual Carpet Cleaning by Request

Task Order 14**3251 Port of Benton Blvd.**

Services to be performed one day a week

Restrooms, Offices, and Entry Area

- Clean and sanitize all restroom fixtures. (sinks, toilets and urinals, door handles)
- Clean mirrors.
- Wipe down stalls and doors inside and out.
- Restock all supplies in both restrooms.
- Wet mop floors in restrooms
- Empty trash and replace liners, including sanitary bins. Wash out trash receptacles as needed.
- Sweep the floor and remove debris.
- Dust/remove all cobwebs from windows and corners.
- Clean entry area floors
- Clean interior office windows as needed.

Extra locations within building will be billed at \$35.00 an hour

Task Order 15	1845 Terminal Drive, Richland
Services to be performed once weekly Monday through Friday	
<ul style="list-style-type: none"> • Clean and sanitize all restroom fixtures. (Sinks, toilets and urinals, door handles) • Clean mirrors. • Wipe down stalls and doors inside and out. • Empty trash and replace liners, includes sanitary bins. Wash out trash receptacles as needed. • Sweep the floor and remove debris. • Wet mop floors • Dust/remove all cobwebs from windows and corners. • Restock all supplies in restrooms. • Wet mop entry and hallway doors 	
Monthly Services: Clean air vents and return ducts. Semi-Annual Services: Carpet Cleaning Semi-Annual Services: Restroom Scrub Semi-Annual Services: Window Cleaning	

Task Order 16	3110 Port of Benton Blvd.
Services to be performed once weekly Monday through Friday	
<ul style="list-style-type: none"> • Clean and sanitize all restroom fixtures. (Sinks, toilets and urinals, door handles) • Clean mirrors. • Wipe down stalls and doors inside and out. • Empty trash and replace liners, including sanitary bins. Wash out trash receptacles as needed. • Sweep the floor and remove debris. • Wet mop floors • Dust/remove all cobwebs from windows and corners. • Restock all supplies in restrooms. 	

Task Order 17	2140 Wine Country Rd. Suite B
Services to be performed once weekly Monday through Friday	
<ul style="list-style-type: none"> • Clean and sanitize all restroom fixtures. (Sinks, toilets and urinals, door handles) • Clean mirrors. • Wipe down stalls and doors inside and out. • Empty trash and replace liners, including sanitary bins. Wash out trash receptacles as needed. • Sweep the floor and remove debris. • Wet mop floors • Dust/remove all cobwebs from windows and corners. • Restock all supplies in restrooms. 	
Annual Services: Clean all floors thoroughly.	

Please Notify your manager when any issues are found during your routine cleaning.

Port of Benton Janitorial Quote Sheet

Task Order 1 2880 Lee Rd., Prosser at the Prosser Wine and Food Park		
One day a Week and monthly cleaning of air vents and return ducts		
		Monthly Fee \$ -
Rate for	Once a year clean linoleum and vinyl floors and re-wax ad/or auto scrub tile flooring	\$ -
Task Order 2 111 Nunn Rd., Prosser at the Prosser Airport Restrooms		
One day a Week and monthly cleaning of air vents and return ducts.		
		Monthly Fee \$ -
Rate for	Once a year clean all floors thoroughly	\$ -
Task Order 3 2345 Stevens Dr., Richland at HMIS/DOE Facility		
Four Days a Week. This includes weekly and monthly services		
		Monthly Fee \$ -
Rate for	Twice a year clean and shampoo carpets.	\$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile	\$ -
Rate for	Twice a year clean interior glass in offices & breakroom	\$ -
Rate for	Once a year clean and seal ceramic tile flooring	\$ -
Task Order 4 2345 Stevens Dr., Richland for Commons Area		
Four days a Week. This includes weekly and monthly services.		
		Monthly Fee \$ -
Rate for	Twice a year clean and shampoo carpets	\$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile	\$ -
Rate for	Twice a year Clean windows inside and out	\$ -
Rate for	Twice a year pressure wash building exterior	\$ -
Rate for	Once a year clean and seal ceramic tile flooring	\$ -
Rate for	Once a year clean interior glass in halls and commons area	\$ -

Task Order 5	2650 Salk Ave., Richland (Whole Building)	
	One days a week including monthly services	
		Monthly Fee \$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	\$ -
Task Order 6	1861 Terminal Dr., Richland	
	One days a week	
		Monthly Fee \$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	\$ -
Task Order 7	2060 Airport Way, Richland	
	One days a week	
		Monthly Fee \$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	\$ -
Task Order 8	3250 Port of Benton Blvd., Richland	
	Five days a week (Monday - Friday) including weekly and monthly services.	
		Monthly Fee \$ -
Rate for	Twice a year clean interior and exterior of windows (exept interior tenant space)	\$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	\$ -
Rate for	Once a year clean carpets within Port of Benton space and Commons Area	\$ -
Task Order 9	3100 George Washington Way, Richland	
	Five days a week (Monday - Friday) including weekly and monthly servcies.	
		Monthly Fee \$ -
Rate for	Twice a year clean interior Commons area and all exterior of windows	\$ -
Rate for	Twice a year clean and shampoo carpets in Commons area	\$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	\$ -

Task Order 10	2579 Stevens Drive, Richland	
	2 days a week (Monday - Friday) including monthly services.	
		Monthly Fee \$ -
Rate for	Twice a year clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	\$ -
Task Order 11	Crow Butte Park, Paterson	
	As needed so charged by hourly rate (including mileage)	\$ -
	Travel Fee	\$ -
Task Order 12	Misc one time Cleaning per request	
	As needed so charged by rate (including mileage)	\$ -
Task Order 13	3250 Port of Benton Blvd. Suites C, D, F (Orano)	
	Five days a week (Monday - Friday)	
		Monthly Fee \$ -
Rate for	Semi-Annual Interior Window Cleaning Services upon request	\$ -
Rate for	Annual Carpet Cleaning Services upon request	\$ -
Task Order 14	3251 Port of Benton Blvd.	
	One day a week including exterior windows	
		Monthly Fee \$ -
Rate for	Extra work needed in warehouse area per hour	\$ -
Task Order 15	1845 Terminal Drive, Richland	
	One day a week (Monday - Friday)	
		Monthly Fee \$ -
Rate for	Semi-Annual Carpet Cleaning	\$ -
Rate for	Semi-Annual Restroom Scrub (4 restrooms)	\$ -
Rate for	Semi-Annual Window Cleaning	\$ -

Task Order 16	3110 Port of Benton Blvd.	
	One day a week (Monday - Friday)	
		Monthly Fee \$ -
Task Order 17	2140 Wine Country Rd. Suite B	
	One day a Week and monthly cleaning of air vents and return ducts.	
		Monthly Fee \$ -
Rate for	Once a year clean all Restroom floors thoroughly	\$ -

VISITOR BADGE REQUIREMENTS

- 1) Citizenship verification required
- 2) Identity verification required



One of these highlighted forms of ID must be presented to validate citizenship.	One form of photo ID must be presented to validate identity.
State issued ENHANCED driver license*	State issued ENHANCED driver license*
U.S. Passport (<i>book or card</i>)*	U.S. Passport (<i>book or card</i>)*
State issued Birth Certificate (original or certified copy with seal) • Hospital birth certificates not allowed	State issued driver license
Certificate of U.S. Citizenship (Form N-560 or N-561)	State issued Identification (ID) Card
Certificate of Naturalization (Form N-550 or N-570)	U.S. Military or U.S. Military Dependent ID Card
Certification of Birth Abroad (Form FS-240 or FS-545)	PIV Card (aka HSPD-12 badge)
Certification of Report of Birth issued by the Department of State (Form DS-1350)	ID Card issued by a U.S. government agency or entity including: • Native American Tribal ID Card • Transportation Worker ID Card
Record of Military Processing (Form DD-1966) • Provided it reflects U.S. Citizenship	

** State issued ENHANCED driver license or U.S. Passport (*book or card*) meet the requirement for both citizenship and identity verification.*

All documents must be original or a certified copy and cannot be expired or cancelled.

The following are ***unapproved forms of citizenship or identity verification***

- Hospital birth certificate
- Student ID cards or school ID cards (including public/state or private universities)
- Library cards
- Weapon permits
- License to Carry
- Hunting/Fishing permits
- Company ID cards
- Marriage licenses (acceptable as linking document, not as form of identification)
- Photocopies of documents that are not certified
- Notarized copies of documents

Any questions, please call 509-376-3000, or 509-376-3215.