

## Enterprise Rental – 2 forms of ID requirement

**11/5/13:** Message from the Chancellor's Office:

The State of California, Department of General Services has issued Travel Bulletins [#13-08](#) and [#13-08R](#) announcing a process change for travelers utilizing the State Contract when renting vehicles from Enterprise. Previously, travelers were only required to provide their Driver's License when picking up a vehicle. For security reasons, renters are now required to show a second form of identification at the rental counter.

Travelers should be prepared to present two forms of identification to ensure a smooth delivery of service. The following are acceptable as a 2nd form of ID:

1. An Employee Issued ID Badge.
2. One of your Business Cards.
3. A copy of your Travel Itinerary if your reservations were made using the online booking tool.
4. An Authorization Letter on your letterhead including the renter's name, date of rental, and a contact name and number from your agency for verification purposes