

## A Documented Verification

[REVISION 03](#)  
(01/01/08 – 03/31/08)

Documents are the primary source of verification. Documented verification is written evidence (also known as hard copy) originating from any of the following:

- An agency
- Organization
- Individual qualified to have knowledge of the required information

Key HC in the verification field when documented verification is used.

NOTE Documents in the [ViewCenter\(g\)](#) are imaged hard copy documentation. Key HC in the verification field when acceptable verification is located in the ViewCenter.

Ask the PI for names of [collateral contacts](#) when one of the following occurs:

- Documented verification is not readily available.
- Documented verification is not available within required time frames.

(See [Requesting Verification at the Interview](#))