

# Applying for a license or ID card?

To ensure a smooth application process, follow these instructions.



## Do you have the correct documents?

Make sure you have the correct documents before visiting a Secretary of State office. If you have any questions about what is required, call the Department of State Information Center at 888-SOS-MICH (767-6424).

## Documents will be reviewed

**All documents are subject to review and may require more than one day for approvals.** Additional information may be required. The department may retain images or copies of any document presented.

## Name changes and date of birth

Your first and last name and date of birth on your legal presence and identity documents should match.

If your legal name is different from what is on your birth certificate or legal presence document, you must show official proof of the name change, such as an original marriage certificate, a certified divorce decree or a court order.

**Note:** More than one name-change document may be required if your name has changed more than once.

## Original documents only – no faxes or photocopies

Documents must be originals. Faxes and photocopies won't be accepted.

## Foreign documents

Foreign documents must be translated.

## Foreign driver's licenses

An International Driving Permit or an English translation must be provided. Foreign driver's licenses are proof of driving experience only and can't be used as proof of legal presence or identity.

## Documents I need to bring:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 1. Proof of Social Security Number Present one document

- Social Security card
- W-2 Form
- SSA 1099 form or non-SSA 1099 form
- Pay stub containing your name and Social Security number
- SSA-L676 letter of ineligibility from the Social Security Administration. These must be presented with USCIS documents that show non-work authorized status. *Letters more than one year old will not be accepted.*

**Note:** If you are unable to provide one of the above documents, other documents that show your Social Security number may be presented but will require review by the branch manager. Social Security number information will be verified.

Photocopies of any documents used to show proof of a valid Social Security number **will be accepted.**

You may be required to correct your information with the Social Security Administration before your driver's license or ID card application can be processed.

### 2. Proof of legal presence Present at least one document

- Valid, unexpired U.S. passport or passport card
- Certified birth certificate with stamp or raised seal issued by a U.S. government unit or U.S. territory government office. (**Note:** Puerto Rican birth certificates are accepted only if issued on or after July 1, 2010)
- Michigan enhanced driver's license or ID card
- Consular Report of Birth Abroad issued by the U.S. State Department (FS-240, DS-1350 or FS-545)

*(The following may be verified by the Systematic Alien Verification for Entitlements System)*

- Certificate of Citizenship (N-560 or N-561)
- Certificate of Naturalization (N-550, N-570 or N-578)
- Valid, unexpired Permanent Resident Card (I-551) or other evidence of permanent residency (I-551 visa/stamp in passport or on I-94)
- Valid Employment Authorization Document (I-766)
- Valid, unexpired foreign passport with U.S. visa, along with evidence of entry (I-94 stamp or printout):
  - ◇ F-visa holders must present Form I-20
  - ◇ J-visa holders must present Form DS-2019
  - ◇ B1 and B2 visas aren't acceptable
  - ◇ WB and WT visa stamps aren't acceptable
- Other immigration documents that show legal presence and/or ability to work in the U.S., including Form I-94, State Department bio-data form, and supervision documents (other documents may be accepted)
- Expired immigration documents along with Form I-797 (Notice of Action) showing that new documents have been applied for

### 3. Proof of identity Present at least one document

- Valid, unexpired U.S. passport or passport card
- Out-of-state, U.S. territories, or Canadian driver's license or ID card. (*Cards expired less than four years are accepted*)
- Marriage license issued in the U.S.
- Divorce decree issued in the U.S.
- U.S. court order for a name change
- Employee photo ID issued by a federal or Michigan government agency
- U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS)
- U.S. military ID with photo (DD-2, DD-1173 or CAC card)
- U.S. military discharge or separation document, such as a DD-214
- Photo ID from a federally recognized Native American tribe
- Michigan Department of Corrections prisoner ID.
- Two of the following also are accepted: Foreign passport, I-94, Employment Authorization Card, Refugee Travel Document I-571 or immigrant visa
- Documents, including immigration documents with or without an entry stamp, (such as I-94 Arrival/Departure form, U.S. State Department bio-data form and court-ordered supervision documents)
- Michigan driver education certificate
- Government issued adoption record
- U.S. school records (photo ID, transcripts, diplomas, yearbooks or attendance records)
- Parents or guardians may present their driver's license or ID and sign for their minor child

### 4. Proof of Michigan residency Present at least two documents

- Utility bill or credit card bill issued within the last 90 days (Electronic copies are accepted)
- Account statement from a bank or other financial institution issued within the last 90 days (Electronic copies are accepted)
- Michigan high school, college or university report cards or transcripts
- Mortgage, lease or rental agreement (Lease and rental agreements must include landlord's telephone number)
- Pay stub or earnings statement issued with the name and address of the employee
- Life, health, auto or home insurance policy
- Federal, state or local government documents, such as receipts, licenses or assessments
- Michigan title and registration (Registration must show current residential address)
- Other documents containing your name and address may be accepted with manager approval

**Note:** Documents used to show Michigan residency must include your name and home address.

Michigan P.O. boxes aren't accepted as a "residence address"