



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

March 16, 2010

Re: Helping Students Come Prepared to Get a Driver's License

Michigan law requires driver's license applicants to present documents providing proof of identity, Social Security number, legal presence, and Michigan residency before being issued a driver's license or permit to drive. These documents are listed on a form (the attached SOS-428) designed to ensure new drivers are prepared when applying for a driver's license. In all the excitement to get a new driver's license it's easy for applicants to miss something and as a consequence they are frustrated when they are unable to obtain their permit when they visit the branch office.

We need your help to avoid this situation.

The Michigan Department of State (MDOS) has been working with parents, students, and driving school instructors to make this list of required identification documents available prior to their branch office visit. MDOS is now looking to expand and improve the process by working with schools to make this information more widely available to students and their parents. We ask that your school place the SOS-428 identification form on the school website or provide linkage to the State of Michigan website where the form is located http://www.michigan.gov/documents/DE40_032001_20459_7.pdf

If you have any questions, please free to contact my office by e-mail or phone.

Thank you for your consideration.

Sincerely,

Fred Bueter, Director
Driver and Vehicle Records Division
Michigan Department of State
(517) 322-1934
Bueterf@Michigan.gov

FB:tap

Attachment

Applying for a license or ID? You'll Need the Following Documents



Secretary of State
Terri Lynn Land

When applying for an original Michigan driver's license or state identification card, **you must present documentation of:**

1. A valid Social Security number or proof of ineligibility.
2. Legal presence in the U.S.
3. Identity.
4. Michigan residency (at least two documents are required).

To ensure your application process is as smooth as possible, remember:

- ✓ To double-check that you have all the correct documentation 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)** toll free for assistance.
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will **NOT** be accepted.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.
- ✓ In some cases, document approval may not occur in the same day and may require an additional visit.

1 Your Social Security number or letter of ineligibility

Present **ONE** of the following to demonstrate a valid Social Security number or ineligibility.

- Social Security card.
- W-2 or 1099 form.
- Pay stub containing your name and Social Security number.
- Valid U.S. military ID card with photo (DD-2, DD-1173 or CAC card). (Documents expired less than one year will also be accepted.)
- Letter of ineligibility from the Social Security Administration. Letters that are more than 30 days old will not be accepted.

Note: All Social Security information will be verified.



Note: Your first/last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage license, divorce decree or court order.

2 Legal presence

At least **ONE** of the following must be presented:

- Original certified birth certificate** issued by a government unit in the U.S. or U.S. territory.
- Valid, unexpired U.S. passport or passport card.
- Valid, unexpired Permanent Resident Card (I-551) issued after December 1997.
- Certificate of Citizenship (N-560 or N-561).
- Certificate of Naturalization (N-550, N-570 or N-578).
- Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).
- Valid, unexpired foreign passport in your name with English subtitles or translation, with stamped I-94 and an unexpired U.S. visa. (F-visa holders must also present an I-20 form; J-visa holders must present a DS-2019.)
- Valid, unexpired Employment Authorization Card (I-688, I-688A, I-688B or I-766).
- Valid, unexpired Refugee Travel Document (I-571) with stamped I-94.
- Approved U.S. Department of Labor certification with a valid, unexpired foreign passport in your name with English subtitles or translation, with stamped I-94 and an unexpired U.S. visa.

3 Identity verification

Present original documents to establish identity. **MORE THAN ONE** document may be required.

- Out-of-state or Canadian driver's license or ID card. (Licenses or cards expired for less than one year will be accepted.)
- Marriage license issued in the U.S.
- Divorce decree issued in the U.S.
- U.S. court order for a name change.
- Photo ID card issued by a federal or Michigan government agency.
- Valid U.S. military ID card with photo (DD-2 or CAC card). (Documents expired less than one year will also be accepted.)
- U.S. military discharge or separation documents, such as a DD-214.
- Tribal photo ID card from a federally recognized Native American tribe.
- Michigan Department of Corrections prisoner ID card. (This document requires verification.)
- Michigan driver education certificate. (For applicants age 18 and younger.)
- Michigan adoption record.
- U.S. school records, such as school ID cards with name and photo, diplomas, transcripts or yearbooks.
- If the applicant is below the age of 18 and does not have one of the above, a parent or guardian must present their driver's license or ID and sign for the applicant.
- A second document from group #2 may also be accepted. The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or U.S. visa.

4 Proof of Michigan residency

Bring at least **TWO** documents with your name and Michigan residential address.

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

Note: Residency documents in a family member's name may be used if the family relationship can be established by other forms of documented proof.

www.Michigan.gov/sos