

# Applying for a license or ID? You will need the documents listed below.



Secretary of State  
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www.Michigan.gov/sos

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

- ✓ 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, please visit the Secretary of State website at [www.Michigan.gov/sos](http://www.Michigan.gov/sos) or call the Department of State Information Center at 888-SOS-MICH (767-6424).
- ✓ Your first and 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 certificate, divorce decree or court order.
- ✓ A second document from group #2 may also be accepted as proof of identity.
- ✓ Foreign documents must be translated.
- ✓ 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 proof of driving experience only. English translations must be provided if you do not have an International Driving Permit.
- ✓ Documents are subject to departmental review and **may require more than one day for approvals**. Additional information may be required. The department may retain images or copies of documents presented.

### 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 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. Must be presented with USCIS documents that show non-work authorized status.

**Note:**

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

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### 2 Legal presence

Present at least **ONE** of any of the documents from this column.

- Valid, unexpired U.S. passport or passport card.
- Certified birth certificate with stamp or raised seal issued by a government unit of the U.S. or U.S. territory government office.
- Enhanced Michigan Driver's License or ID card.
- Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).

*The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day.*

- Valid, unexpired Permanent Resident Card (I-551).
- Certificate of Citizenship (N-560 or N-561).
- Certificate of Naturalization (N-550, N-570 or N-578).
- Valid, unexpired foreign passport and U.S. visa with entry stamp or I-94 form.
  - B1 and B2 visas are not accepted.
  - WB and WT visa stamps are not accepted.
  - F-visa holders must present an I-20 form.
  - J-visa holders must present a DS-2019 form.
- Valid, unexpired Employment Authorization Card (I-766) presented with foreign passport and entry stamp.

**Note:** If you do not have any of the above documents other USCIS documents may be presented but require verification, which may take more than one day.

### 3 Identity verification

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

- Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than four years 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.
- 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 card with photo (DD-2, DD-1173 or CAC card).
- 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, which may take more than one day.)
- Michigan driver education certificate. (For applicants age 18 and younger.)
- Government-issued adoption record.
- U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance).
- If the applicant is below age 18 and does not have one of the above with them, a parent or guardian may present their driver's license or ID and sign for the teen.
- 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 I-571 or Immigrant visa.
- A valid, unexpired U.S. passport or passport card can serve as both proof of legal presence and identity.

**Note:** If none of the documents listed above are available, other identity documents may be accepted. These documents require verification, which may take more than one day.

### 4 Proof of Michigan residency

Present at least **TWO** documents with your name and Michigan residence 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.
- 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 employee.
- 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.)
- Other documents containing your name and address may be accepted with manager approval.

**Note:** Michigan P.O. boxes not an acceptable residence address.

**Documents needed:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

[www.Michigan.gov/sos](http://www.Michigan.gov/sos)

## Special Note about Delayed Foreign Birth Certificates

Delayed foreign birth certificates are issued by the State of Michigan to children who were born overseas and then adopted by United States (U.S.) citizen parents who live in Michigan. The children usually enter the U.S. on an IR-3 or IR-4 immigrant visa.

After the adoption is finalized, a Michigan probate judge orders the Michigan Vital Records Office to issue the parents the delayed foreign birth certificate. The adoption order usually changes the name to the adopted parent's name. **The delayed foreign birth certificate is not proof of citizenship as it was ordered by a Michigan court for a person who was not born in the United States.**

As a state, Michigan cannot adjudicate citizenship; only the federal government has that authority. The Michigan Vital Records Agency's position is that a delayed foreign birth certificate provides a statement of the birth facts and evidence of the child's adopted name and parentage, **not his or her citizenship.**

The U.S. Child Citizenship Act of 2000 grants the children derived citizenship as long as they were adopted under age 18; however a subsequent federal law and Michigan law (MCL 28.291 and 257.307) requires all applicants for driver's license or ID to **provide evidence of their legal presence or citizenship in the U.S.**

**Original license and ID applicants presenting a Delayed Foreign Birth Certificate issued by a U.S. state also need to provide:**

- Social Security Card
  - Record of Adoption
  - 2 Residency Documents (parent's driver's license or ID with same address provides one document)
  - **Document providing evidence of U.S. Citizenship:**
    - U.S. passport or passport card (valid or expired)
    - Certificate of Citizenship
    - Certificate of Naturalization
- OR**
- **Document providing evidence of legal presence:**
    - Foreign passport with an IR-3 or IR-4 Immigrant Visa
    - Permanent Resident Card

(Documents presented are subject to verification using the Systematic Alien Verification for Entitlements System and the US Passport Verification System.)

***For information on obtaining a U.S. Passport:***

<http://travel.state.gov/content/passports/english/passports.html>

(The U.S. Department of State Passport Office in Detroit does not accept a foreign delayed birth certificate as proof of U.S. citizenship.)

***For information on obtaining a U.S. Certificate of Citizenship or Naturalization:***

<http://www.uscis.gov/us-citizenship>

**Michigan Department of State Supplemental Identity Documents**  
(Original Driver License or Personal Identification Card)

**Little Identifying Facts and Evidence  
Documents**

**Life circumstances** may affect some individuals leaving them unable to provide the required identification documents to obtain a driver's license or state identification card. Examples of life circumstances include:

- Home-schooled
- Elderly
- People with disabilities
- Long-term residents of a residential facility (group home, foster care, etc.)

This list is not all-inclusive list, but describes life circumstances that can impact an individual's ability to meet the Michigan Secretary of State's identity document requirements to obtain a driver license or identification card.

In these situations, different types of documents can be used to fulfill the identity requirement. They are considered "life documents" and may include a church directory, test records from an outside source, awards or recognition from church or community groups, or a newspaper article.

It's all about the Little Identifying Facts and Evidence. We hope the following will give you a better understanding of what is meant by "life documents".

**NOTE:** These documents are subject to department review and approval, which may take more than one day.

It's all about the Little Identifying Facts and Evidence. We hope the following will give you a better understanding of what is meant by "life documents".

**Little** – The department's list of acceptable identity documents covers the verifiable, legal and photo documents. Now think smaller. Think insurance, tax records, medical records, immunization records, and employment records for example.

**Identifying** – Items that demonstrate you have a long-term established identity in the name requested. For example, an old vehicle registration from two years ago is more convincing than a brand new movie rental card or check cashing card.

**Facts** – Documents containing facts that support information shown on other documents presented. Documents with a lot of personal data are best.

**Evidence** – Proof. Whenever possible, provide documents obtained by contacting schools, states, employers and other agencies. Any time you can submit documents that provide a means to contact the issuing agency; the easier it is to accept the document through an exception request.

**School records** can be obtained by most individuals to meet our identity document requirements. Some important points that apply to Michigan may also be true in other states:

- Basic identifying information (student's legal name, sex, date of birth, names of parents or legal guardians) must be kept for 99 years. Other states may have different document retention periods.
- If the school you attended is closed you should then contact the intermediate school district for your records.
- School records are kept at the appropriate school level. For example, elementary and middle school records are not kept at the high school.
- Records are not called transcripts until the high school level. Request an attendance record when contacting a elementary school or middle school.
- Special education records are kept at the intermediate school district.
- Michigan Educational Assessment Program (MEAP) records are maintained by the Department of Education.
- General Educational Development certificates (GED) are not considered school records. These certificates are issued by the Department of Licensing and Regulatory Affairs.

Home-schooled individuals may have school records available if they:

- Participated in band, drama, art, physical education, music, computer, advanced placement courses, or a driver education program at a public school.
- Have taken a test such as the MEAP, ACT, or SAT.
- Were voluntarily registered by their parents with the Michigan Department of Education.

**Special-needs individuals** (mentally or physically challenged) may have school records available through their local school district. One or more of the following documents may be available through their local intermediate school district:

- Individualized Education Plan (IEP) – outlines goals and expectations set for a school year
- Transition Plan (for individuals aged 13 through 26) – sets goals and life path expectations (academics, trades, life skills, etc.)
- Individual Centering Plan – individuals out of school but still eligible to receive services

In addition, one or more of the following documents may be available through a state or community agency:

- Letter or notice from your local Department of Health and Human Services office for individuals age 26 or older receiving services
- Supplemental Security Income (SSI) documents from the Social Security Administration for individuals age 18 or older receiving benefits
- Guardianship documents obtained through the court system
- Bridge (food assistance) and mihealth (Medicaid) cards or award notices from the Department of Health and Human Services for individuals receiving benefits

**An example of an exception request containing life documents:**

An 18-year-old applicant for a Temporary Instruction Permit to practice driving presents his birth certificate, which is the only document presented from the [list of acceptable documents](#), along with these additional “life documents”:

- Income or employment records (*pay stub, parent’s 1040 listed as dependent, etc.*)
- Medical records (*immunization record, document indicating is or was a dependent on parent’s medical policy, etc.*)
- DNR records (*fishing or hunting license, hunter or boater safety certificate, etc.*)
- U.S. savings bond
- Church or community awards or recognition
- Test records from an outside source (*MEAP, ACT, California Achievement, etc.*)
- College acceptance letter

Some of the documents were more helpful than others, but as a combined collection of documents, they provided a good record of the applicant’s established identity.

The following are life circumstances that would **not** prevent an applicant from providing or obtaining the required identity document(s):

- Records are out of state
- Documents have been lost
- Adoption (birth certificates are available for adopted individuals)
- Did not graduate from high school
- Cannot afford to order birth certificate or other documents

Unfortunately, while an applicant may be able to convince us they truly cannot provide more identification, they still may not be able to prove their identity. There may be some applicants who simply are not eligible for a driver license or personal identification card because we cannot adequately identify them.