Applying for a license or ID?

U.S. Citizens, Permanent Residents & Refugees Need the Following Documents:

Secretary of State
Ruth Johnson
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** or call the Department of State Information Center at 888-SOS-MICH (767-6424).
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will NOT be accepted.
- ✓ Document approval may not occur in the same day and may require an additional visit.
- ✓ License or ID may be valid until one of the following:
  - Four years from last birthday.
  - Applicant's 18th or 21st birthday.
- ✓ 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.

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 or other Social Security Administration document containing your name and Social Security number.
- ❑ W-2 or 1099 form.
- ❑ Pay stub containing your name and Social Security number.
- ❑ U.S. military ID card or other U.S. military document containing Social Security number (DD-2, DD-214, DD-1173 or CAC card.)
- ❑ Completed U.S. 1040 tax return form
- ❑ Letter of ineligibility from the Social Security Administration (applies to applicants that are not eligible to work due to their legal status). Letters more than 30 days old will not be accepted.
- ❑ Other government issued documents showing a partial or full Social Security number.

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

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.

SOS-428 (09/15)

2 Legal presence

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

- ❑ Certified birth certificate with stamp or raised seal issued by a U.S. or U.S. territory government office.
- ❑ Michigan Delayed Foreign Birth Certificate with adoption record and USCIS immigration documents. (Subject to verification using the Systematic Alien Verification for Entitlements System)
- ❑ Valid, unexpired U.S. passport or passport card.
- ❑ 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).
- ❑ U.S. Census Record (This document requires verification, which may take more than one day.)
  - ■ Applies to older applicants who do not have a birth certificate filed with vital records.
  - ■ Census record must be from the first or second Census after the applicant's birth.

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

- ❑ Valid Permanent Resident Card (I-551).
- ❑ Valid, unexpired Employment Authorization Card (I-766).
- ❑ Machine readable immigrant visa with temporary I-551 language.
- ❑ Temporary I-551 stamp on foreign passport or I-94.
- ❑ Certificate of Citizenship (N-560 or N-561).
- ❑ Certificate of Naturalization (N-550, N-570 or N-578).
- ❑ Valid, unexpired Reentry Permit (I-327).
- ❑ Valid, unexpired Refugee Travel Document (I-571) with a stamped, valid I-94.
- ❑ Other DHS-issued documents with I-94 or Alien Registration Number (A#).

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 one year will be accepted.)
- ❑ Valid, unexpired U.S. passport or passport card.
- ❑ 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.
- ❑ 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.)
- ❑ Michigan 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, a parent or guardian may present their driver's license or ID and sign for the teen.
- ❑ 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 Immigrant visa.

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: *Residency documents in a family member's name may be used if the family relationship can be established.*

Michigan P.O. boxes are not an acceptable residence address.

Documents needed:

1. _____
2. _____
3. _____
4. _____
5. _____

www.Michigan.gov/sos

Applying for a license or ID?

Applicants with Temporary Legal Presence Need the Following Documents:

Secretary of State
Ruth Johnson
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** or call the Department of State Information Center at 888-SOS-MICH (767-6424).
- ✓ 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.
- ✓ License or ID will have Limited Term (LT) indicator and may be valid until one of the following:
  - Limited term legal presence expires.
  - Applicant's 18th or 21st birthday.
  - Four years from last birthday, if limited term legal presence is more than four years.
- ✓ License and ID fees are not prorated.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.
- ✓ 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 or other Social Security Administration document containing your name and Social Security number.
- ❑ W-2 or 1099 form.
- ❑ Pay stub containing your name and Social Security number.
- ❑ U.S. military ID card or other U.S. military document containing Social Security number (DD-2, DD-214, DD-1173 or CAC card.)
- ❑ Completed U.S. 1040 tax return form
- ❑ Letter of ineligibility from the Social Security Administration (applies to applicants that are not eligible to work due to their legal status). Letters more than 30 days old will not be accepted.
- ❑ Other government issued documents showing a partial or full Social Security number.

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

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.

SOS-428 (09/15)

2 Legal presence

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

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 Employment Authorization Card (I-766).
- ❑ Valid unexpired foreign passport in your name with English subtitles or translation, with an entry stamp, valid I-94 or U.S. visa.
  - ■ 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.
- ❑ Approved U.S. Department of Labor certification with a valid, unexpired foreign passport in your name with English subtitles or translation, with an entry stamp, valid I-94 or U.S. visa.
- ❑ Expired USCIS documents may be presented if accompanied by an I-797 receipt indicating approval of an adjustment of status or extension of stay. A valid, unexpired foreign passport must also be submitted.
- ❑ Other DHS-issued documents with I-94 or Alien Registration Number (A#).

Note: *Applicants should present the most recently issued USCIS documents to ensure receiving the longest license or ID term possible.*

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 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.
- ❑ 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.)
- ❑ Michigan 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, a parent or guardian may present their driver's license or ID and sign for the teen.
- ❑ 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.

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.

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- ❑ 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: *Residency documents in a family member's name may be used if the family relationship can be established.*

Michigan P.O. boxes are not an acceptable residence address.

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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