

# Applying for an ENHANCED license or ID?

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

### ✓ 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.

### ✓ Certified documents only – no faxes or photocopies

Documents must be originals or copies certified with a raised seal or stamp. Faxes and photocopies won't be accepted.

## If you ALREADY have a Michigan PHOTO license or ID, you'll need the following documents:

- Proof of a valid Social Security number (see list #1 below for acceptable documentation).
- Proof of U.S. citizenship (see list #2 below for options). *Note: If your current legal name is different from your citizenship document, please refer to #2 below.*
- Your Michigan driver's license.

## If you DO NOT have a Michigan PHOTO license or ID, you'll need the following documents:

- Proof of a valid Social Security number (see list #1 below for acceptable documentation).
- Proof of U.S. citizenship (see list #2 below for options).
- Proof of identity (see list #3 below for options).
- Proof of residency (at least two documents are required, see list #4 below for options).

## ACCEPTABLE DOCUMENTATION

### 1 Your Social Security number

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

- Social Security card or other Social Security Administration document containing your name and Social Security number.
- W2.
- 1099 form.
- Pay stub containing your name and Social Security number.

**Note:** All Social Security information will be verified.

### 2 U.S. citizenship

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

- A certified birth certificate with a raised seal or stamp issued by a U.S. or U.S. territory government office.**  
*Note: Delayed foreign birth certificates are not accepted as proof of U.S. citizenship.*
- Valid, unexpired U.S. passport or passport card.
- 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).

### 3 Identity Verification (must be a photo ID)

Present original photo document to establish identity.

- Out-of-state 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.
- Government-issued employee photo ID card (federal, state or municipal).
- U.S. military ID card with photo (DD-2, DD-1173 or CAC card).
- Tribal photo ID card from a federally recognized Native American tribe.
- If the applicant is below age 18 and does not have one of the above, a parent or guardian must present his or her driver's license or ID card and sign for the applicant.

### 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 your 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 agreements. (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 or registration.

**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.

## 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>