

# APPLYING FOR A LICENSE OR ID?

## YOU'LL NEED THE FOLLOWING DOCUMENTS



Secretary of State  
Terri Lynn Land

**W**hen 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. Permanent legal presence in the U.S.
3. Identity (showing name and date of birth).
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 that you have a valid Social Security number or are ineligible for one:

- Social Security card.
- W-2, SSA-1099 or non-SSA 1099 form.
- Pay stub containing your name and Social Security number.
- 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.

### 2 Permanent Legal presence/identity

At least **ONE** of the following documents 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.
- Valid, unexpired Permanent Resident Card (I-551) issued after December 1997.
- Certificate of Citizenship (N-560, N-561 or N-645).
- 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).

**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.

### 3 Identity verification

Present original documents to establish both name and date of birth. **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.*)
- Valid foreign passport in your name with English subtitles or translation. (*Passports expired less than one year will also be accepted.*)
- Marriage license from MI or other U.S. state.
- Divorce decree from MI or other U.S. state.
- 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.
- Little Traverse Bay Bands of Odawa Indians Tribal ID card.
- Grand Traverse Bay Band of Ottawa and Chippewa Indians Tribal ID card.
- 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.
- A second document from group #2 may also be accepted.

### 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 showing that recent transactions have taken place in Michigan. (*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.

