

OBTAINING IDENTIFICATION GUIDE

Use this guide as a starting point for assisting clients with obtaining identification. The process will vary from client to client depending on their particular situation and place of birth.



SOCIAL SECURITY CARDS

- **Replacement card applicants:**
 - Proof of Identity- Valid ID, drivers license, passport OR
 - Insurance card, medical record, employee ID, or military ID.
 - May apply online with valid ID
- **New applicants need:**
 - Proof of Age- Passport, hospital record of birth, or religious record before age 5. &
 - Proof of Identity- Valid ID, Drivers License, or Passport.
 - OR- Insurance card, medical record, employee ID, or military ID.

BIRTH CERTIFICATES

EVERY STATE IS DIFFERENT

- **Apply Online at vitalchek.com for any state.**
 - You can also apply by mail but wait time is longer.
 - There is a \$40 to \$50 fee.
- **Applying without copy of valid ID/License-**
 - You will need at least 2 other acceptable forms of identification, such as:
 - medical record or medical insurance card
 - school transcripts
 - prison ID
 - ODB ID
 - Birth certificates can be requested by immediate family members with a valid ID, as well.

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DRIVERS LICENSE & ID CARDS

Below are the documents required to obtain a State ID card or License after a person has their Birth Certificate and Social Security Card.

Document Checklist:

1. Proof of citizenship or lawful presence
 - 1st time DL/ID only
2. Proof of Residency
3. Proof of identity
4. Proof of social security number
5. Texas Vehicle Registration & Proof of Insurance
 - Only for individuals that have a vehicle

Examples Forms of Documents:

1. Birth Certificate, Passport, US Citizen ID card
2. Valid voter registration card, mail from government agency, W-2
 - Homeless Service Agencies may provide a notarized letter giving the client permission to use their address.
3. Birth Certificate, Passport, Visa
4. Original Social Security Card
5. Valid Texas Registration & Auto Insurance Card
 - Clients who do not have a car registered in their name will sign a form affirming that at the DMV.

HELPFUL LINKS

www.dps.texas.gov/DriverLicenseWhen

<https://www.ssa.gov/myaccount/replacement-card>

www.vitalchek.com

