

APPENDIX A

Document Requirements

The following list includes documents that can be used to obtain a new, renewed, amended, or replacement driver's license, permit, or identification card.

For the most current information about acceptable documents of identification, check the BMV's website at myBMV.com.

If you are applying for a new driver's license, permit, or identification card, you must present original versions or certified copies of the following documents:

- **One document** proving your identity; and
- **One document** proving your Social Security number; and
- **One document** proving your lawful status in the United States; and
- **Two documents** proving your Indiana residency.

If you are renewing, amending, or replacing your **current** Indiana driver's license, permit, or identification card, you are asked to bring original versions or certified copies of certain documents to a license branch if you want to get a SecureID credential.

If you do not need to renew, amend, or replace your license, permit, or identification card in 2010, you will follow these procedures on your normal renewal dates.

If you have questions about collecting your documents, you can call the BMV at 1-888-692-6841 to speak with a customer service representative, or visit any Indiana license branch for help.

Identity Documents

Documents that you can use to prove your identity include:



- **United States (U.S.) birth certificate.** The birth certificate must be an original or certified copy issued by a government agency. "Birth certificates" issued by hospitals are NOT accepted.
- **U.S. passport or passport card.** The passport cannot be expired.
- **Consular report of birth abroad** issued by U.S. State Department.
- **Amended birth certificate** showing a change of legal name, date of birth, or gender. The amended birth certificate must be certified and filed with a state office of vital statistics in your state of birth.
- **Foreign passport.** An unexpired passport with an unexpired U.S. visa accompanied by:
 - The approved I-94 form documenting either the applicant's most recent admittance into the U.S.; or
 - Current status; or
 - An unexpired foreign passport, without a U.S. visa, for those individuals whose authorized admittance and lawful status can be verified by the Department of Homeland Security (DHS).
- **Certificate of naturalization** issued and lawful status verified by DHS.
- **Certificate of citizenship** issued and lawful status verified by DHS.
- **Permanent resident card** issued and lawful status verified by DHS, or U.S. Immigration and Naturalization Service (INS). The permanent resident card cannot be expired.
- **Employment authorization document** issued and lawful status verified by DHS. The employment authorization document cannot be expired.
- **Other documents** issued by a U.S. federal agency to show identity and lawful status. The BMV must be able to verify the document's identification is accurate.

Non-U.S. citizens, who received a SecureID Indiana driver's license or identification card, after submitting one of the documents in this list, may use their SecureID Indiana driver's license or identification card to prove their identity in later transactions.

Proving a Name Change, Date of Birth, or Gender

If your legal name, date of birth, or gender is different from information on a document proving identity, you must present additional documents showing the change. Acceptable documents supporting a change include:

- Marriage license.
- Divorce decree.
- Court order approving a change of legal name or date of birth.
- Amended birth certificate showing a change of gender. The amended birth certificate must be certified.
- Physician's signed and dated statement that "(your name) successfully underwent all treatment necessary to permanently change (your name)'s gender from (previous gender) to (new gender)."

Translations of documents that are in a language other than English without English subheadings submitted in support of an application or petition must include complete translation into English. Translation must be typed on separate page on the letterhead of a government entity, accredited educational institution, or translation agency.

Translation must include a signed statement from the translator indicating that the translation is complete and accurate, attest to his or her competence as a translator, and state that the document has not been translated for a family member, friend, or business associate.

Social Security Number Documents

Documents containing your name and Social Security number which qualify to prove your Social Security number include:

- Social Security card.
- W-2 form.
- 1099 Form.
- Pre-printed pay stub showing your name, your employer's name, and your Social Security number.

If you do not qualify for a Social Security number you must submit Social Security Administration documents establishing that you are ineligible for a Social Security number. The documents must be dated within 60 days of your application.

Lawful Status Documents

For U.S. citizens, in most cases, the document that you present to prove your identity will also prove your lawful status in the U.S. Documents that you can use to prove your lawful status include:

- **United States (U.S.) birth certificate.** The birth certificate must be an original or certified copy issued by a government agency. "Birth certificates" issued by hospitals are NOT accepted.
- **U.S. passport or passport card.** The passport cannot be expired.
- **Consular report of birth abroad** issued by U.S. State Department.
- **Amended birth certificate** showing a change of legal name, date of birth, or gender. The amended birth certificate must be certified and filed with a state office of vital statistics in your state of birth.
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 - The approved I-94 form documenting either the applicant's most recent admittance into the U.S.; or
 - Current status; or
 - An unexpired foreign passport, without a U.S. visa, for those individuals whose authorized admittance and lawful status can be verified by the Department of Homeland Security (DHS).
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- **Employment authorization document** issued and lawful status verified by DHS. The employment authorization document cannot be expired.
- **Other documents** issued by a U.S. federal agency to show identity and lawful status. The BMV must be able to verify the document's identification is accurate.

Indiana Residency Documents (continued)

- Notice of Action (Form I-797) document, if the BMV can verify that DHS received it and has not denied action and documents that a U.S. federal agency issued to show lawful status that pertain to the applicant's Notice of Action.
- Proof of application for asylum in the U.S. verified by DHS.

Indiana Residency Documents

Post office boxes may not be used as an address of residence, unless the applicant is enrolled in the Indiana Attorney General's "Address Confidentiality Program." Documents that you can use to prove your Indiana residency include:

- **Computer-generated bill** from a utility company, credit card company, doctor, or hospital, issued within 60 days of the application date and containing your name and address of residence.
- **Bank statement or bank transaction receipt** dated within 60 days of the application date and containing your name and address of residence.
- **Pre-printed pay stub** dated within 60 days of the application date and containing your name and address of residence.
- **W-2 form, property or excise tax bill, or Social Security Administration or other pension or retirement annual benefits summary statement** showing your name and address of residence. The form, bill, or statement must be dated within the current or immediately prior year.
- **Current valid homeowner's, renter's, or motor vehicle insurance policy** showing your name and address of residence. Policy must be dated within one year of the application date.
- **Current motor vehicle loan payment book** for a motor vehicle registered in your name, and showing your name and address of residence.
- **Residential mortgage or similar loan contract, lease, or rental contract** showing your name, address of residence, and signatures from all parties needed to execute the agreement. The agreement must be dated within 12 months of the date of application.
- **Child support check stub** issued by the Indiana Family and Social Services Administration showing your name and address of residence. Check stub must be dated within 60 days of the application date.

Indiana Residency Documents (continued)

- **First-class mail from federal or state court or agency** showing your name and address of residence. Mail must be dated within 60 days of the application date.
- **Indiana voter registration card.**
- **Change-of-address confirmation** from the United States Postal Service showing your prior and current address (Form CNL107).
- **Survey of your Indiana property** issued by a licensed surveyor and showing your name and address of residence.
- **Valid Indiana handgun permit** showing your name, signature, address of residence, and date of birth.

Indiana Residency Affidavit

If you cannot provide two documents proving your Indiana residency you may submit an Indiana Residency Affidavit if you meet the following qualifications:

- **You cannot submit the required documents.** An Indiana Residency Affidavit for you must be signed at a license branch by a person who is 18 years or older and with whom you reside, such as a minor with a parent. The person signing the affidavit must submit their valid Indiana driver's license or identification card, one document proving their identity, and two documents proving their Indiana residency.
- **You are incapacitated.** An Indiana Residency Affidavit for you must be signed at a license branch by another person who is your legal guardian or caregiver, is at least 18 years old, and with whom you reside. The legal guardian or caregiver must submit their valid Indiana driver's license or identification card, one document proving their identity, two documents proving their Indiana residency, and applicable guardianship documents.
- **Homeless applicants without a residence address.** An Indiana Residency Affidavit for you must be signed by a legal representative of the government entity or not-for-profit organization where you receive services and can receive mail. You must also provide a letter from the government entity or not-for-profit organization on its letterhead showing its name, address, and telephone number, and showing the legal representative's name, signature, and signature date. The legal representative must state in the letter that the entity or organization provides services to you and will accept delivery of mail for you.

Indiana Residency Affidavit (continued)

- **You reside in a motor vehicle**, including but not limited to a mobile home or motor home. An Indiana Residency Affidavit for you must be signed at a license branch by another Indiana resident who attests that you may use his or her address of residence for record purposes. The person signing the affidavit must submit two documents proving their Indiana residency. You must provide proof of paying Indiana income taxes for the current year or immediately prior year, and have current motor vehicle title and registration records with the BMV.

If you are enrolled in a truck driving training school located in Indiana, you must show proof of enrollment and your out-of-state driver's license. Out-of-state residents enrolled in a truck driving training school located in Indiana must fulfill all document requirements, including proof of Social Security number, and current out-of-state residency address, identity, and lawful status.

Submitting Acceptable Documents

The BMV will only accept original documents or certified copies from the issuing agency. The BMV may refuse any document that appears fraudulent, unreliable, altered, or expired. All documents must be in English or be presented with a verifiably accurate English translation. Your legal name and date of birth on documents presented to the BMV must match Social Security Administration records.

Obtaining a Non-SecureID Credential

United States citizens currently holding a valid Indiana driver's license who are struggling to collect the required documents, or just want to wait to receive a SecureID, may apply for a non-SecureID credential. The non-SecureID driver's license is valid for driving and verifying identity for voting.