

APPENDIX A | DOCUMENT REQUIREMENTS

The following list includes documents that are required to obtain a new, renewed, amended, or replacement driver's license, learner's permit, or identification card. If you are applying for a new driver's license, learner's permit, or identification card, you must present original versions or verifiable certified copies of the following documents:

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

If you are renewing, amending, or replacing your current Indiana driver's license, learner's permit, or identification card, you should bring original versions or certified copies of certain documents to a BMV branch if you want to get a Real ID-compliant credential.

For the most current information about acceptable documents of identification, visit REALID.IN.gov. If you have questions about your documents, you can call the BMV at 888-692-6841 to speak with a customer service representative or visit any BMV branch.

IDENTITY DOCUMENTS

Documents 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. Unofficial 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 a U.S. visa accompanied by:
 - The approved I-94 form documenting either the applicant's most recent admittance into the U.S., or the applicant's current status.
- Certificate of Naturalization issued and lawful status verified by Department of Homeland Security (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 Card issued and lawful status verified by DHS. The employment authorization document cannot be expired.
- Unexpired Indiana Real ID-Compliant Credential
- Other documents as determined by DHS or the BMV Commissioner.

If you were born outside the U.S., a delayed birth certificate may be used to establish identity, but not lawful status.

Non-U.S. citizens who received a Real ID-compliant credential after submitting one of the documents in this list may use that credential to prove identity in later transactions.

Proving a Change to Name, Date of Birth, or Gender

If your current legal name, date of birth, or gender is different from what is displayed on your birth certificate or lawful status documents, you must show legal proof of any changes.

Acceptable documents supporting a change include:

- Marriage license.
- Divorce decree.
- Court order approving a change of legal name or date of birth.
- Certified, amended birth certificate showing a change of gender; or physician's signed and dated statement that "(your name) successfully underwent all treatment necessary to permanently change (your name)'s gender from (gender assigned at birth) to (affirmed gender)".*
- Physician's Statement of Gender Change – State Form 55617.

** At the time this manual was published, a proposed administrative rule to modify procedures to amend gender information on a driver's license or identification card was in process. Please visit IN.gov/BMV for the most up-to-date requirements.*

LAWFUL STATUS DOCUMENTS

For U.S. citizens, the document that you present to prove your identity will also prove your lawful status in the U.S. Documents used 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. Unofficial 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 expired passport with a 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.
- Certificate of Naturalization issued and lawful status verified by the Department of Homeland Security (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 mcard cannot be expired.
- Employment Authorization Card issued and lawful status verified by DHS. The employment authorization card 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 that the document's identification is accurate.
- 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.

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.
- Non-SSA 1099 Form.
- Pre-printed pay stub showing your name and 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. In addition, if you do not qualify for a Social Security number, you may be asked to provide a valid I-94 in lieu of a Social Security number. The documents must be dated within 60 days of your application.

INDIANA RESIDENCY DOCUMENTS

Post office boxes may not be used as a residential address, 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 residential address.
- Bank statement or bank transcription receipt dated within 60 days of the application date and containing your name and residential address.
- Pre-printed pay stub dated within 60 days of the application date and containing your name and residential address.
- 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 residential address. 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 residential address. 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 residential address.
- Residential mortgage or similar loan contract, lease or rental contract showing your name, residential address and signatures from all parties needed to execute the agreement.
- Child support check stub issued by the Indiana Family and Social Services Administration showing your name and residential address. *Check stub must be dated within 60 days of the application date.*
- First-class mail from federal or state court or agency showing your name and residential address. 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 residential address (Form CNL107).
- Survey of your Indiana property issued by a licensed surveyor and showing your name and residential address.
- Valid Indiana handgun permit showing your name, signature, residential address, 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 one of the following qualifications:

- **You are incapacitated.** An Indiana Residency Affidavit must be signed at a BMV branch by another person who is your legal guardian or caregiver, is at least 18 years of age, and with whom you reside. The legal guardian or caregiver must submit his or her valid Indiana credential, one document proving identity, two documents proving Indiana residential address, and applicable guardianship documents.
- **Homeless applicants without a residence address.** An Indiana Residency Affidavit 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 on your behalf.
- **You are living with a relative or friend.** An Indiana Residency Affidavit must be signed at a BMV branch by the relative or friend with whom you live. The relative or friend must be at least 18 years of age and submit his or her valid Indiana credential, one document proving his or her identity, and two documents displaying an Indiana residential address.

- **You reside in a motor vehicle**, including but not limited to a mobile home or motor home. An Indiana Residency Affidavit 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 his or her Indiana residential address.

You must provide proof of paying Indiana income taxes for the current year or immediately prior year, and have a current motor vehicle title and registration records with the BMV.

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.

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

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

OBTAINING A NON-COMPLIANT CREDENTIAL

United States citizens currently holding a valid, non-compliant Indiana credential, who are struggling to collect the required documents for a Real ID-compliant credential, or who just want to wait to apply for a Real ID-compliant credential, may apply for a non-compliant credential.

APPENDIX B | TEENS BEHIND THE WHEEL

DRIVER GUIDE FOR PARENTS AND TEENS

The Driver Guide for Parents and Teens is posted on IN.gov/BMV. It is an important tool that can be used to help keep parents engaged in their child's driver education.

Risk Factors for Teens

- **Errant and Risky Driving.** Errant and risky driving and distraction is the most common contributing factor in teen crashes.
- **Inattentiveness.** Driver inattention and distraction is a common contributing factor in multiple-vehicle crashes.
- **Excessive speed.** Illegal or unsafe speed is a common contributing factor in single vehicle crashes. Teens may have difficulty adjusting their speed to suit current driving conditions. Higher speeds reduce the time a driver has to recognize and react to hazards.
- **Driving with other teens.** The chance of a crash doubles with each passenger present in the vehicle.
- **Failure to wear a seat belt.** Wearing a seat belt is not just the law, but is also the best way to reduce the chance of injury or death in a crash.
- **Being inattentive at intersections.** Most multi-vehicle crashes involving teens occur at intersections. Teen drivers need to be free from distractions and focused on other vehicles at intersections.
- **Use of alcohol or other drugs while driving.** While the percentage of teen drivers who are under the influence of alcohol or drugs is small, they account for a much higher percentage of serious injury and death from crashes involving all teen drivers.

Tips for Teen Drivers

- You and your passengers must always wear seat belts.
- Always adjust your seats and mirrors for the best visibility before starting each drive.
- Do not adjust your radio while you are driving. It is better to wait until you are stopped because taking your focus off the road for even a few seconds could lead to a collision.
- Do not play music loudly. You might miss hearing a siren or a horn that could warn you of possible trouble.
- Do not talk on the phone or text while driving--it's against the law. Do not eat, comb your hair, put on makeup, or do anything else that distracts you from driving.
- Do not drive under the influence of drugs or alcohol or ride with anyone who is under the influence. Even some over-the-counter drugs can make you drowsy.
- Before entering an intersection, make sure the intersection is clear before you proceed.
- Obey all traffic signals. Always be prepared to stop as you approach an intersection with a green light in case the light changes. Unless you are already in an intersection when the light turns yellow, you should not enter the intersection after the light turns yellow.
- Obey the speed limit. Going too fast gives you less time to stop or react.

Tips for Parents of Teens

- When you drive, set a good example for your teen.
- Require seat belt use at all times.
- Practice driving with your teen while he or she has a learner's permit and during the first year of licensed driving.
- Expose your teen to different driving conditions, including wet roads, snow, highways, rural roads, night driving, etc.
- Practice driving on unfamiliar roads.
- Choose vehicles for safety, not image.
- Take the necessary time to discuss driving rules, responsibilities, and consequences appropriate for your family.
- Develop a strategy for progressive privileges. As the teen driver gains experience and demonstrates appropriate decisions, allow your teen to move up to a higher level of driving responsibility.
- Developing necessary skills for safe driving is a complex task and can be learned only after through hours of practice. Driver education is a first step, but parents have a crucial role in teaching teens to drive.

Operating Off-Road Vehicles (ORV)

Anyone under 18 years of age who is operating or riding an ORV shall wear a helmet that meets the standards established by the United States Department of Transportation under 49 CFR 571.218.

A person who is

- The owner of an ORV;
- In possession of an ORV; or
- Entitled to the possession of an ORV, whether by reason of legal title, lease, license, rental agreement, lease with option to purchase, contract of conditional sale, or otherwise;

may not knowingly authorize or permit an individual under 18 years of age to operate the ORV without wearing a helmet that meets the standards established by United States Department of Transportation.

APPENDIX C | OTHER BMV SERVICES AND RESOURCES

Forms

Forms are available on [IN.gov/BMV](https://www.in.gov/BMV) or at any BMV branch.

Voter Registration

Any individual obtaining a new, renewed, replacement, or amended credential may apply to register to vote at a BMV branch, given that the individual is eligible to vote. Mail-in voter registration forms are available for people who are not at the branch for credential transactions.

Military Selective Service Registration

Indiana law requires the BMV, when authorized by a male younger than 26 years of age who is getting a new or renewed driver's license, to submit the necessary information to the federal government to register that individual with the Selective Service system. Failure to register is a felony and is punishable by up to five years imprisonment and a \$250,000 fine.

→ Selective Service registration is required for citizens of the United States.

BMV Anytime. Anywhere.

The BMV offers four convenient ways to renew your vehicle registration from the comfort of your home. When you renew, the license plate sticker and registration card will be mailed directly to you.



Renew by mail by completing and mailing your renewal notice with your payment. Plates and stickers arrive in approximately 14 days. Pay by check, MasterCard, Visa, or debit card.



Visit IN.gov/BMV. Our virtual BMV branch allows you to change plate types and track the progress of your plates as they reach your address. Plates and stickers arrive in approximately 14 days. Pay by e-check, MasterCard, Visa, Discover, American Express, or debit card.



Renew by phone by calling the BMV Customer Contact Center at 888-692-6841 and selecting option 3. This line operates 24 hours a day. Plates and stickers arrive in approximately 14 days. Pay by MasterCard, Visa, or debit card.



Visit a BMV Connect kiosk complete routine transactions 24-hours a day. Visit [IN.gov/BMV](https://www.in.gov/BMV) for a list of kiosk locations and available transactions.