

Attachment A
Indiana Bureau of Motor Vehicles
Identification Documentation List and Instructions



INDIANA BUREAU OF MOTOR VEHICLES IDENTIFICATION DOCUMENTATION LIST AND INSTRUCTIONS

For many individuals, a Driver License or Identification Card issued by the Indiana Bureau of Motor Vehicles (BMV) is the most important means of proving their identity. The Bureau of Motor Vehicles endeavors to safeguard the integrity of driver documents and to protect the public from false and/or fraudulent applications. In accordance with Indiana Code 9-24-18-2, making a false or fraudulent application is a criminal offense punishable by imprisonment, fine and license suspension.

Documents presented to the Bureau of Motor Vehicles for identification purposes will be kept confidential.

Only original documents or those certified by the issuing agency will be accepted. The BMV reserves the right to refuse any identification presented by the applicant that BMV personnel may find questionable. Altered documents will not be accepted. All documents must contain the applicant's name and each document must be in the English language or contain an English translation. For purposes herein, the term "valid" means "not expired."

NEW ISSUANCES

A new issuance of a Driver License, Permit, or ID Card requires the applicant to present:

NOTE: An applicant for an Indiana Identification Card is not required to present social security documentation.

- One (1) Primary Document
- One (1) Proof of Social Security Number (SSN)*
- One (1) Secondary Document
- One (1) Proof of Indiana Residency Document
- A Primary or Secondary Document may also meet the Indiana residency requirement as long as the applicant's name and correct address are shown on the document.

OR

- Two (2) Primary Documents
- One (1) Proof of Social Security Number*
- One (1) Proof of Indiana Residency Document

RENEWALS/ AMENDMENTS

Indiana applicants who are renewing or amending an Indiana Driver License, Permit, or ID Card must surrender the License, Permit, or ID Card and verbally verify the Social Security Number on the BMV record. If the License, Permit or ID Card has the correct address, no other Proof of Indiana Residency is required. If the applicant's address has changed, one (1) Proof of Indiana Residency document must be presented. Applicants presenting a License, Permit or ID Card that has expired more than ten (10) years ago must provide documentation as if applying for a new License or Permit.

DUPLICATES

Individuals whose License, Permit or ID Card have been lost or stolen and who are applying for a duplicate must present:

- Indiana Driver License or ID Card

OR

- One (1) Primary Document
- One (1) Secondary Document
- Verbal verification of Social Security Number on the BMV record
- **Proof of residency is not required unless the applicant's address has changed.**

* If the applicant does not have a Social Security Number, the applicant must complete the BMV Social Security Affidavit.

INDIANA BUREAU OF MOTOR VEHICLES DOCUMENT LIST

<u>PRIMARY DOCUMENTS</u>	<u>SECONDARY DOCUMENTATION</u>	<u>PROOF OF INDIANA RESIDENCY</u>
<p style="text-align: center;">Must present one (1) document</p> <p>United States Birth Certificate with stamp or seal from:</p> <ul style="list-style-type: none"> • County Department or County Board of Health Vital Records/ Statistics Division from the applicant's State of birth • State Department or State Board of Health Vital Records/ Statistics Division from the applicant's State of birth • U.S. State Department • United States Territories - American Samoa, Guam, Puerto Rico, and Virgin Islands (translation may be require) <p>Certification of Report of Birth DS-1350 U.S. Consular Report of Birth FS-240 U.S. Certificate of Naturalization/ Citizenship Valid U.S. Military/Merchant Marine Photo ID Valid U.S. Passport</p> <p>Acceptable INS Documentation:</p> <ul style="list-style-type: none"> • Valid foreign passport with a Visa that includes a valid I-94 in the passport indicating the duration of stay in the U.S. (Canadian passports are not required to have a Visa when entering the U.S. and are exempt from this requirement.) • Employment Authorization Card I-688B • Employment Authorization Card I-766 • I-94 Stamped with "Section 207" Refugee Status • I-94 Stamped with "Section 208" Asylum Status • Permanent Resident Card I-551 • Temporary I-551 stamp • Temporary Resident card I-688 • Re-Entry Permit I-327 • Refugee Travel Document I-571 • Other INS documentation subject to BMV Driver Services approval <p>NOTE: Out-of-Country Licenses are no longer accepted as identification or proof of driving experience.</p> <p>An applicant submitting VALID INS documentation who does not already have a valid License from another U.S. State or U.S. Territory must start with an Indiana Learner Permit. The applicant must hold the permit for a period of at least sixty (60) days before being eligible to apply for an Indiana Driver License.</p>	<p style="text-align: center;">Must present one (1) document</p> <p>In addition, any document from the list of Primary documentation may be used as a Secondary document.</p> <ul style="list-style-type: none"> • Bank Statement • Certified Academic Transcript • Confirmation of Registration Letter from an Educational Institution • Court documentation with stamp or seal • Foreign Consulate-Issued ID Card • Government-Issued License or ID Card • Hoosier RX Plan Card w/ imprinted name • Hoosier Works Card w/ imprinted name • Indiana County Pre-sentence Investigation Report with clerk stamp or seal • Indiana Gun Permit (Valid) • Indiana Probation Photo ID Card • Indiana Professional/Occupational license (Valid) • Indiana BMV Title Application w/BMV Valid Stamp • Indiana BMV Title or Registration (Valid) • Insurance Card • Letter from Probation Officer or Government. Caseworker on letterhead stationery, certified with court or Government stamp or seal with the applicant's name, and signature of the probation officer or caseworker • Major Credit or Bank Card (MC, VISA AE, and Discover ONLY) (Valid) • Original Out-of-State Driving Record • Out-of-State Driver License, Identification Card or Permit with photograph • Pay Check Stub – Computer generated • Prison Release Documentation/Photo ID • School Report Card (dated within 12 mos.) • School Photo ID Card • Selective Service Acknowledgement Card-SSS Form 3A • U.S. Divorce Decree certified by court of law with stamp or seal • U.S. Application of Marriage / Record of Marriage (Certified copy.) Must contain the stamped seal and be signed by the Clerk. • U.S. District Court Pre-Sentence Investigation Report with clerk stamp or seal • U.S. Military Discharge or DD214 Separation papers • U.S. Veterans Universal Access ID card with photo • W-2 Form (Federal or State) or 1099 Federal tax form <p>NOTE: Minors making application for an Indiana ID card may present acceptable social security documentation as his or her "secondary" document .</p>	<p style="text-align: center;">Must present one (1) document</p> <p style="text-align: center;"><u>For all NEW issuances and Changes of Address</u></p> <p>Any document from the list of Primary Documents or Secondary Documentation may be used as proof of Indiana residency as long as the document contains the applicant's name and residential address.</p> <p>For the purposes of this policy, a Post Office Box is not an acceptable residential address.</p> <p>Examples of Proof of Residency include, but are not limited, to the following:</p> <ul style="list-style-type: none"> • Child Support Check from FSSA with name and address of the applicant attached • Change of Address Confirmation form (CNL107) from U.S. Postal Service listing old and new address • CURRENT Bill or Benefit Statement (within 60 days of issuance) • Indiana Driver License, Identification Card or Permit with photograph • Indiana Property Deed or Tax Assessment • Indiana Surveyor Report • Indiana Residency Affidavit • Voter Registration Card <p style="text-align: center;"><u>SOCIAL SECURITY NUMBER</u></p> <p style="text-align: center;">Must present one (1) document</p> <p style="text-align: center;"><u>Required by Indiana State and Federal law for all License and Permit transactions</u></p> <p>For issuance of a new Driver License or Permit, the applicant <u>MUST</u> provide proof of his/her Social Security Number. If the applicant is already listed on the BMV driver file, only verbal verification is required.</p> <p>Metal or plastic "replicas" of a Social SecurityCard are not accepted.</p> <p>Social Security Number verification:</p> <ul style="list-style-type: none"> • Social Security Card • NUMI Report – stamped and issued from the Social Security Administration (SSA) office in Baltimore, Maryland. • Verification of Social Security Number Letter signed and stamped from an INDIANA SSA District Office. • Valid U.S. Military ID card • BMV Social Security Affidavit (only to be used by an applicant who is attesting that they have never been issued a Social Security Number).