



U.S. Department of Justice

Office of the United States Trustee

Western District of New York

*New Federal Office Building
100 State Street, Room 6090
Rochester, New York 14614*

*(585) 263-5812
FAX (585) 263-5862*

MEMORANDUM

To: Bankruptcy Debtors and their Attorneys

From: Kathleen Dunivin Schmitt, Assistant United States Trustee

Re: Debtor Identification Program -
Replacement of Social Security Cards
Obtaining NYS Non-Driver ID Cards

Replacement of Social Security Cards

- Applying for replacement social security cards is easy and free.
- Replacement cards can be applied for in person from 9am to 4pm Monday - Friday (except on Federal holidays) at the Kenneth B. Keating Federal Building, 100 State Street, 5th Floor, Rochester, New York or other SSA Offices, but are processed out of Baltimore, MD. Cards cannot be issued on the spot, but take only 10 days or less to receive.
- Replacement cards can also be applied for by mail.
- Instructions and the necessary application form are attached. They can also be obtained through the Social Security Administration's ("SSA") national toll free number 1-800-772-1213 or from SSA's website at www.ssa.gov
- The Social Security Administration issues social security cards only, not verification letters.
- Anti-fraud characteristics have been built into the new cards issued.

Obtaining NYS Non-Driver ID Cards

See attached.



Social Security Online

How to



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How to Apply For a Social Security Card

If you need to replace a lost Social Security card, change the name shown on your card, or request a replacement card, you need to complete Form SS-5 which is available for [download](#).

Or you can call 1-800-772-1213 or visit your [local Social Security office](#).

If you are living outside the United States, there is a different form, the [Application for a Social Security Card \(SS-5-FS\) - Foreign Service](#).

In addition to completing the form you need to furnish identification:

- To get a replacement card, you usually need one identifying document. Your replacement card will have the same number as your old card. Some documents that we can accept as proof of identity are:
 1. Driver's license
 2. Marriage or divorce record
 3. Military records
 4. Employer ID card
 5. Adoption record
 6. Insurance policy
 7. Passport
 8. Health Insurance card (not a Medicare card)
 9. School ID card
- For a name change on your card, you need documentation that shows your old name and your new name. Your new card will show your new name but will have the same number as your old card. We cannot accept your old Social Security card as evidence of identity.
- For a new card, you will need to provide documents that show your age, citizenship or lawful alien status, and who you are; for example, a birth certificate and a school record. If you have downloaded the form, additional examples are listed.

NOTE: We cannot accept photocopies of documents. You must submit original documents or copies certified by the custodian of the record. Notarized copies are not acceptable.

If you were born outside the United States, you also generally must show proof of U.S. citizenship or lawful alien status.

For information on your Social Security Number, its use and misuse, and what the numbers mean, refer to our publication, [Social Security: Your Number](#).



Social Security Forms

[Home](#) | [Forms Home](#) | [FAQs](#) | [Top 10 Services](#) | [Search Site](#) | [Site Map](#)

Application for a Social Security Card (SS-5)

The Application for a Social Security Card (SS-5) can be used by anyone who has never been issued a card, needs a replacement card or has changed his or her name. **THIS SERVICE IS FREE.** But before you go on to the form, please read through the rest of this page.

How to Obtain the Form

Below you will find the SS-5 Form in Portable Document Format (PDF). To print the PDF version, you will need the Adobe Acrobat reader software. If you do not already have this special software, see our [page on downloading and printing PDF documents](#).

After you download the Adobe Acrobat Reader, come back to this page and download the PDF version of the SS-5:

[SS-5 in !\[\]\(870f5d5e9c0d57485634be3ecf52f3ca_img.jpg\)](#)

How to Complete the Form

Complete the SS-5 using the instructions on page 1 of the form. See pages 2 and 3 of the form for the evidence that you will need to submit with your application.

Where To Send The Form

Finally, take or mail the SS-5 to the nearest Social Security office. Be sure to take or mail the originals or certified copies of your supporting documents along with the form. We will return your original documents right away. Once we have everything we need, we will send your Social Security Card in about two weeks.

If you are not sure where your local office is located, try our [Social Security Office Locator service](#) or call 1-800-772-1213.

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Applying for a Social Security Card is easy AND it is free!

USE THIS APPLICATION TO APPLY FOR:

- An **original** Social Security card
- A **duplicate** Social Security card (same name and number)
- A **corrected** Social Security card (name change and same number)
- A **change of information** on your record other than your name (no card needed)

IMPORTANT: We CANNOT process this application unless you follow the instructions below and give us the evidence we need.

- STEP 1** Read pages 1 through 3 which explain how to complete the application and what evidence we need.
- STEP 2** Complete and sign the application using BLUE or BLACK ink. Do not use pencil or other colors of ink. Please print legibly.
- STEP 3** Submit the completed and signed application with all required evidence to any Social Security office.

HOW TO COMPLETE THIS APPLICATION

Most items on the form are self-explanatory. Those that need explanation are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

2. Show the address where you can receive your card 10 to 14 days from now.
3. If you check "Legal Alien **Not** Allowed to Work", you need to provide a document from the government agency requiring your Social Security number that explains why you need a number and that you meet all of the requirements for the benefit or service except for the number. A State or local agency requirement must conform with Federal law.

If you check "Other", you need to provide proof you are entitled to a federally-funded benefit for which a Social Security number is required as a condition for you to receive payment.

5. Providing race/ethnic information is voluntary. However, if you do give us this information, it helps us prepare statistical reports on how Social Security programs affect people. We do not reveal the identities of individuals.
6. Show the month, day and full (4 digit) year of birth, for example, "1998" for year of birth.
- 8.B. Show the mother's Social Security number only if you are applying for an original Social Security card for a child under age 18. You may leave this item blank if the mother does not have a number or you do not know the mother's number. We will still be able to assign a number to the child.
- 9.B. Show the father's Social Security number only if you are applying for an original Social Security card for a child under age 18. You may leave this item blank if the father does not have a number or you do not know the father's number. We will still be able to assign a number to the child.

-
13. If the date of birth you show in item 6 is different from the date of birth you used on a prior application for a Social Security card, show the date of birth you used on the prior application and submit evidence of age to support the date of birth in item 6.
16. You **must** sign the application yourself if you are age 18 or older and are physically and mentally capable. If you are under age 18, you may also sign the application if you are physically and mentally capable. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. If you are physically or mentally incapable of signing the application, generally a parent, close relative, or legal guardian may sign the application. Call us if you need clarification about who can sign.
-

ABOUT YOUR DOCUMENTS

- We need **ORIGINAL** documents or **copies certified by the custodian of the record**. We will return your documents after we have seen them.
 - We cannot accept photocopies or notarized copies of documents.
 - If your documents do not meet this requirement, we cannot process your application.
-

DOCUMENTS WE NEED

To apply for an **ORIGINAL CARD** (you have NEVER been assigned a Social Security number before), we need at least 2 documents as proof of:

- **Age,**
- **Identity, and**
- **U.S. citizenship or lawful alien status.**

To apply for a **DUPLICATE CARD** (same number, same name), we need proof of **identity**.

To apply for a **CORRECTED CARD** (same number, different name), we need proof of **identity**. We need one or more documents which identify you by the **OLD NAME** on our records and your **NEW NAME**. Examples include: a marriage certificate, divorce decree, or a court order that changes your name. Or we can accept two identity documents - one in your old name and one in your new name. (See **IDENTITY**, for examples of identity documents.)

IMPORTANT: If you are applying for a duplicate or corrected card and were **born outside the U.S.**, we also need proof of U.S. citizenship or lawful alien status. (See **U.S. CITIZENSHIP** or **ALIEN STATUS** for examples of documents you can submit.)

To **CHANGE INFORMATION** on your record other than your name, we need proof of:

- **Identity, and**
- **Another document which supports the change** (for example, a birth certificate to change your date and/or place of birth or parents' names).

AGE: We prefer to see your birth certificate. However, we can accept another document that shows your age if it is at least one year old. Some of the other documents we can accept are:

- Hospital record of your birth made before you were age 5
- Religious record showing your age made before you were 3 months old
- Passport
- Adoption record

Call us for advice if you cannot obtain one of these documents.

IDENTITY: We must see a document in the name you want shown on the card. The identity document must be of recent issuance so that we can determine your continued existence. We prefer to see a document with a photograph. However, we can generally accept a non-photo identity document if it has enough information to identify you (e.g., your name, as well as age, date of birth or parents' names). **WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL BIRTH RECORD, SOCIAL SECURITY CARD OR CARD STUB, OR SOCIAL SECURITY RECORD** as evidence of identity. Some documents we can accept are:

- Driver's license
- Employer ID card
- Passport
- Marriage or divorce record
- Adoption record
- Health insurance card
(not a Medicare card)
- Military record
- Life insurance policy
- School ID card

As evidence of identity for infants and young children, we can accept :

- Doctor, clinic, hospital record
- Daycare center, school record
- Religious record (e.g., baptismal record)

IMPORTANT: If you are applying for a card on behalf of someone else, we must see proof of identity for both you and the person to whom the card will be issued.

U. S. CITIZENSHIP: We can accept most documents that show you were born in the U.S. If you are a U.S. citizen born outside the U.S., show us a U.S. consular report of birth, a U.S. passport, a Certificate of Citizenship, or a Certificate of Naturalization.

ALIEN STATUS: We need to see an unexpired document issued to you by the U.S. Immigration and Naturalization Service (INS), such as Form I-551, I-94, I-688B, or I-766. We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card if you are lawfully here and need the number for a valid nonwork reason. (See HOW TO COMPLETE THIS APPLICATION, Item 3.) Your card will be marked to show you cannot work. If you do work, we will notify INS.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can mail this application with your evidence documents to any Social Security office. We will return your documents to you. If you do not want to mail your original documents, take them with this application to the nearest Social Security office.

EXCEPTION: If you are age 18 or older and have never been assigned a number before, you must apply in person.

If you have any questions about this form, or about the documents we need, please contact any Social Security office. A telephone call will help you make sure you have everything you need to apply for a card or change information on your record. You can find your nearest office in your local phone directory or on our website at www.ssa.gov.

THE PAPERWORK/PRIVACY ACT AND YOUR APPLICATION

The Privacy Act of 1974 requires us to give each person the following notice when applying for a Social Security number.

Sections 205(c) and 702 of the Social Security Act allow us to collect the facts we ask for on this form.

We use the facts you provide on this form to assign you a Social Security number and to issue you a Social Security card. You do not have to give us these facts, however, without them we cannot issue you a Social Security number or a card. Without a number, you may not be able to get a job and could lose Social Security benefits in the future.

The Social Security number is also used by the Internal Revenue Service for tax administration purposes as an identifier in processing tax returns of persons who have income which is reported to the Internal Revenue Service and by persons who are claimed as dependents on someone's Federal income tax return.

We may disclose information as necessary to administer Social Security programs, including to appropriate law enforcement agencies to investigate alleged violations of Social Security law; to other government agencies for administering entitlement, health, and welfare programs such as Medicaid, Medicare, veterans benefits, military pension, and civil service annuities, black lung, housing, student loans, railroad retirement benefits, and food stamps; to the Internal Revenue Service for Federal tax administration; and to employers and former employers to properly prepare wage reports. We may also disclose information as required by Federal law, for example, to the Department of Justice, Immigration and Naturalization Service, to identify and locate aliens in the U.S.; to the Selective Service System for draft registration; and to the Department of Health and Human Services for child support enforcement purposes. We may verify Social Security numbers for State motor vehicle agencies that use the number in issuing drivers licenses, as authorized by the Social Security Act. Finally, we may disclose information to your Congressional representative if they request information to answer questions you ask him or her.

We may use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies to determine whether a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security office.

This information collection meets the clearance requirements of 44 U.S.C. §3507, as amended by section 2 of the **Paperwork Reduction Act of 1995**. You are not required to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take you about 8.5 to 9 minutes to read the instructions, gather the necessary facts, and answer the questions.

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Form Approved
OMB No. 0960-0086

1	NAME → <small>TO BE SHOWN ON CARD</small>	First	Full Middle Name	Last
	FULL NAME AT BIRTH <small>IF OTHER THAN ABOVE</small>	First	Full Middle Name	Last
	OTHER NAMES USED			
2	MAILING ADDRESS → <small>Do Not Abbreviate</small>	Street Address, Apt. No., PO Box, Rural Route No.		
		City	State	Zip Code
3	CITIZENSHIP → <small>(Check One)</small>	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 1) <input type="checkbox"/> Other (See Instructions On Page 1)		
4	SEX →	<input type="checkbox"/> Male <input type="checkbox"/> Female		
5	RACE/ETHNIC DESCRIPTION → <small>(Check One Only - Voluntary)</small>	<input type="checkbox"/> Asian, Asian-American or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> North American Indian or Alaskan Native <input type="checkbox"/> White (Not Hispanic)		
6	DATE OF BIRTH → <small>Month, Day, Year</small>	7	PLACE OF BIRTH → <small>(Do Not Abbreviate)</small> City State or Foreign Country FCI	
			<small>Office Use Only</small>	
8	A. MOTHER'S MAIDEN NAME →	First	Full Middle Name	Last Name At Her Birth
	B. MOTHER'S SOCIAL SECURITY NUMBER →	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
9	A. FATHER'S NAME →	First	Full Middle Name	Last
	B. FATHER'S SOCIAL SECURITY NUMBER →	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
10	Has the applicant or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes", answer questions 11-13.) <input type="checkbox"/> No (If "no", go on to question 14.) <input type="checkbox"/> Don't Know (If "don't know", go on to question 14.)			
11	Enter the Social Security number previously assigned to the person listed in item 1. →	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
12	Enter the name shown on the most recent Social Security card issued for the person listed in item 1. →	First	Middle Name	Last
13	Enter any different date of birth if used on an earlier application for a card. →	<small>Month, Day, Year</small>		
14	TODAY'S DATE → <small>Month, Day, Year</small>	15	DAYTIME PHONE NUMBER → <small>() Area Code Number</small>	
DELIBERATELY FURNISHING (OR CAUSING TO BE FURNISHED) FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH.				
16	YOUR SIGNATURE →	17	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify)	
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)				
NPN		DOC	NTI	CAN
PBC	EVI	EVA	EVC	PRA
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		ITV
				DATE
				DATE



Social Security Online Office Locator

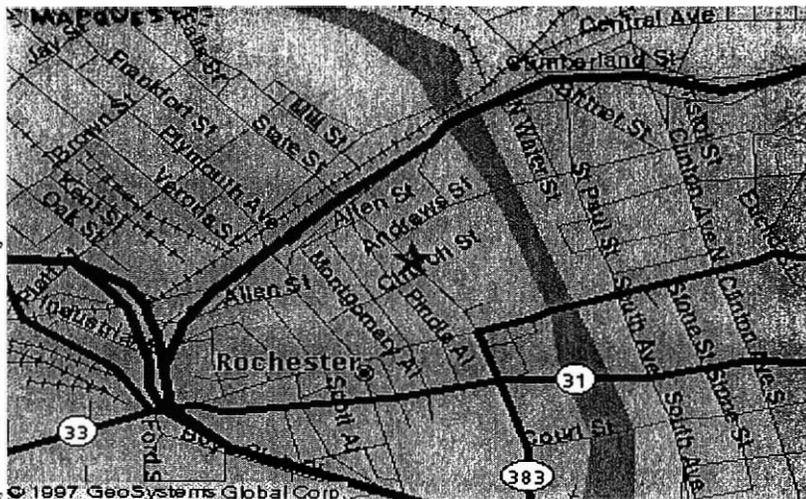
Find your Social Security Offices by zipcode

Office Address:

- ROOM 500
- 100 STATE STREET
- ROCHESTER, NY 14614

Office Phone:

- (800) 772-1213
- TTY: (800) 325-0778



Office Hours:

- 09:00 AM - 04:00 PM MON-FRI

Directions to our office:

- LOCATED ON FIFTH FLOOR OF FEDERAL BUILDING AT 100 STATE ST (CORNER OF ANDREWS ST), ONE BLOCK NORTH OF MAIN AND STATE, NEXT TO THE CROWN PLAZA HOTEL. LIMITED HANDICAPPED PARKING IN FRONT OF BUILDING ON STATE ST.

Here are other agencies in your area that may provide services you need.

[Other Agencies](#) | [Social Security Homepage](#) | [Regional Home Pages](#) | [Locate another office](#) | [Navigation](#)

You can get more information 24 hours a day by calling Social Security's toll-free number, 1-800-772-1213. You can call for an appointment or to speak to a service representative between the hours of 7 a.m. and 7 p.m. on business days. Our lines are busiest early in the week and early in the month so, if your business can wait, it's best to call at other times. Whenever you call, have your Social Security number handy.

If you have a touch tone phone, recorded information and services are available 24 hours a day, including weekends and holidays.

People who are deaf or hard of hearing may call our toll-free TTY number, 1-800-325-0778, between 7 a.m. and 7 p.m. on business days.

Other Agencies in Your Area

ELDER LINE OR LIFESPAN 716-454-3224 SENIOR ISSUES	(585) (716) 274-8181
MONROE COUNTY WELFARE GENERAL INFORMATION OR SEE NEXT ENTRY	(716) 274-6000
FOOD STAMPS/MEDICAID NON-SSI ONLY!	(716) 274-6309
SSI RECIP EMER ASSTNCE MUST BE ON SSI AND IN CURRENT PAY	(716) 274-6723
HEATING/ENERGY ASSTNCE ON SSA/SSI ONLY - OTHERS 716-473-2315	(716) 464-6453
SUICIDE PREVENTION LIFELINE - ALL CRISIS SITUATIONS	(716) 275-5151
EPIC/PRESCRIPTION DRUGS OR 716-274-8181 (ELDER LINE)	(716) 274-7810
BUS PASSES/REDCEDED FARE MUST BE AGED OR DISABLED	(716) 288-1700
HOUSING COUNCIL REFERRALS & HELP WITH LANDLORD DISPUTES	(716) 546-3700
MONROE CO. WELFARE TTY NUMBER FOR HEARING IMPAIRED	(716) 274-6865

(585)

PUBLIC LAW OFFICE
OR LAWYER REFERRAL SERVICE 716-546-2130

~~(716)~~ 454-4089

VETERANS SERVICE AGENCY
ADVOCACY FOR VETS WITH OTHER AGENCIES

~~(716)~~ 274-6040

[NYS DMV Internet Office](#)[Home](#) [Site Map](#)

Requirements for Identification and Date of Birth

To obtain a non-driver ID card, driver license or learner permit or to register a vehicle, you are **required** to show **6 points of ID for proof of name, AND one proof of date of birth**. Acceptable proof of name and date of birth can be selected from the list below. At least **one proof must have your signature** on it. You must bring **original** documents or documents certified by the agency that issued them. We cannot accept more than one document of the same type proof (for example, 3 major credit cards will be counted as only one credit card).

Documents with any alterations or erasures will not be accepted, and may be confiscated and referred for further evaluation. All fraudulent documents will be confiscated and could result in criminal prosecution.

ORIGINAL DOCUMENTS ONLY - PHOTOCOPIES ARE NOT ACCEPTABLE

Note: Documents marked with an * may also be used as proof of date of birth.

Proof of Name

The following documents have a value of 6 points each:

- New York State Photo Driver License/Permit/Non-Driver ID Card.
- If Under Age 21-Affidavit by parent or legal guardian. Must be signed by parent or guardian in the presence of a DMV representative. Proof of date of birth required for applicant. Statement of Identity by Parent/Guardian, [form MV-45](#).

The following document has a value of 4 points:

- US Passport, valid or expired within last 2 years.*

The following documents have a value of 3 points each:

- Photo Driver License issued by another US State, jurisdiction, territory or possession, or Canadian province or territory (must be in effect at least 6 months and not expired for more than 12 months).*
- US Military Photo ID Card*
- Medicaid/Benefit/Food Stamp Card (with photo OR without photo, 2 points)
- Foreign passport - in English and with a U.S. Visa and valid I-94, I-94W or unexpired I-155 attached. If not in English, a certified translation by the embassy or consulate of the issuing country is required.*
- Canadian Immigration Record and Visa or Record of Landing (IMM-1000).*
- US Re-entry Permit (I-327)*
- Refugee Travel Document (I-571)*
- Certificate of Citizenship (N-560, N-561 or N-645)*
- Certificate of Naturalization (N-550, N-570 or N-578)*
- Valid Resident Alien Card (INS I-551, photo)*
- Valid Employment Authorization Card (INS I-688B, I-766, photo)*

The following documents have a value of 2 points each:

- NYS DMV Non-Photo Interim License or Computer Generated Learner Permit
- NYS Vehicle Title Certificate
- NYS Vehicle Registration Receipt

- US Social Security Card (must have your signature)
- US High School ID With Report Card
- US College ID With Photo and Transcript
- US Marriage or Divorce Record, or Court-issued Name Change Decree
- NYS Professional License
- NYS or New York City Pistol Permit

The following documents have a value of 1 point each:

- Valid US Major Credit Card
- Supermarket Check Cashing Card (must have your signature)
- US Parole Papers (Issued in arrest name)
- Cash Card (ATM) (Must have your pre-printed name and signature)
- US Insurance Policy (In effect at least 2 years)
- Canceled Check (With your pre-printed name)
- US Health Insurance Card/Prescription Card
- Employee ID Card
- Bank Statement/Record
- Computerized Pay Stub (must include Social Security Number)
- Utility Bill (Must have your name and address)
- High School Diploma or GED (General Equivalency Diploma)
- W-2 Form (must include Social Security Number)
- Union Card

Proof of Date of Birth

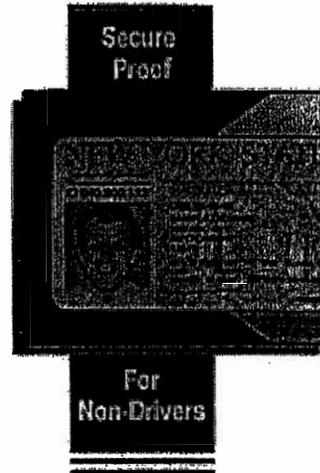
You must also show proof of your date of birth. The proof must be the original, or a certified copy from the issuing agency. We will accept ANY ONE of the following:

- Birth certificate issued and certified by a Board of Health or Bureau of Vital Statistics in the US, its territories or possessions. Foreign birth certificates are **not** acceptable.
- New York State Photo Driver License/Permit/Non-Driver ID Card
- Photo Driver License only from another US state or Canada.
- US Passport
- Foreign passport - in English and with a U.S. Visa and valid I-94, I-94W or unexpired I-155 attached. If not in English, a certified translation by the embassy or consulate of the issuing country is required.
- Military Separation Papers (DD-214)/Photo ID Card
- Canadian Immigration Record and Visa or Record of Landing (IMM-1000).
- US Re-entry Permit (I-327)
- Refugee Travel Document (I-571)
- Certificate of Citizenship (N-560, N-561 or N-645)
- Certificate of Naturalization (N-550, N-570 or N-578)
- Valid Resident Alien Card (INS I-551, photo)
- Valid Employment Authorization Card (INS I-688B, I-766, photo)

NOTE: Making a false statement in any license or non-driver ID application or in any proof statement in connection with it, or deceiving or substituting, or causing another to deceive or substitute in connection with such application is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law for non-driver applicants and is a misdemeanor under Section 394 of the Vehicle and Traffic Law for driver license applicants and may result in the suspension or revocation of your license.

Non-Driver ID Cards

- How to Apply**
- Proof of Name**
- Date of Birth Proof**
- Valid Period & Fees**
- Senior & SSI Fees**
- About Your Card**
- Name or Address Change**
- Organ Donor**



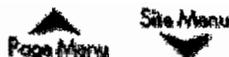
If you don't drive, you may qualify for a Non-driver Photo Identification Card from the New York State Department of Motor Vehicles (DMV). The DMV Non-driver ID card has the same personal identification information, photo, signature and special safeguards against alterations as a photo driver license. However, you cannot hold a New York State driver License or learner permit while also holding a Non-driver ID card.

Non-driver ID cards are available to any person, regardless of age, who can provide acceptable proof of name and date of birth.

If you are under 16 years old, your application must be signed by a parent or guardian.

HOW TO APPLY

Complete an "Application for Driver License or Non-driver ID Card" form (MV-44) at any Motor Vehicle Office. You must show the required proof of name and date of birth, and pay the appropriate fee. The [MV-44 is available to download](#).



PROOF OF NAME AND IDENTITY

DMV assigns point values to documents acceptable as proof of name and identity. To qualify for an ID card, your documents of proof must total at least 6 points. You must bring original documents or documents certified by the agency that issued them. At least one of these proofs must include your signature. Non-certified photocopies and documents that have been altered, erased or changed in any way

will not be accepted.

These proofs are also listed on the form, "How to Apply for a Learner Permit, Driver License or Non-driver ID Card" (MV-44.1).

Proof of Name and Identity

The following documents have a value of 6 points each:

- New York State Photo Driver License/Permit/Non-Driver ID Card
- If Under Age 21-Affidavit by parent or legal guardian. (See special instruction and requirements on DMV form MV-45.) Proof of date of birth required for applicant.

The following document has a value of 4 points:

- US Passport, valid or expired within last 2 years

The following documents have a value of 3 points each:

- Photo Driver License issued by another US State, jurisdiction, territory or possession, or Canadian province or territory (must be in effect at least 6 months and not expired for more than 12 months)
- US Military Photo ID Card
- Medicaid/Benefit/Food Stamp Card (with photo OR without photo, 2 points)
- Foreign passport - in English and with a U.S. Visa and valid I-94 or unexpired I-155 attached. If not in English, a certified translation by the embassy or consulate of the issuing country is required.
- Canadian Immigration Record and Visa or Record of Landing (IMM-1000)
- US Re-entry Permit (I-327)
- Refugee Travel Document (I-571)
- Certificate of Citizenship (N-560, N-561 or N-645)
- Certificate of Naturalization (N-550, N-570 or N-578)
- Valid Resident Alien Card (INS I-551, photo)
- Valid Employment Authorization Card (INS I-688B, I-766, photo)

The following documents have a value of 2 points each:

- NYS DMV Non-Photo Interim License or Computer Generated Learner Permit
- NYS Vehicle Title Certificate
- NYS Vehicle Registration Receipt
- US Social Security Card (must have your signature)
- US High School ID With Report Card
- US College ID With Photo and Transcript
- US Marriage or Divorce Record
- NYS Professional License
- NYS or New York City Pistol Permit

The following documents have a value of 1 point each:

- Valid US Major Credit Card
- Supermarket Check Cashing Card (must have your signature)
- US Parole Papers (Issued in arrest name)
- Cash Card (ATM) (Must have your pre-printed name and signature)

- US Insurance Policy (In effect at least 2 years)
- Canceled Check (With your pre-printed name)
- US Health Insurance Card/Prescription Card
- Employee ID Card
- Bank Statement/Record
- Computerized Pay Stub (must include Social Security Number)
- Utility Bill (Must have your name and address)
- GED (General Equivalency Diploma)
- W-2 Form (must include Social Security Number)
- Union Card

Proof of Date of Birth

You also must prove your date of birth. The document used for proof must be the original, or a certified copy from the issuing agency. DMV will accept ANY ONE of the following:

- Birth certificate issued and certified by a Board of Health or Bureau of Vital Statistics in the US, its territories or possessions. Foreign birth certificates are **not** acceptable.
- New York State Photo Driver License/Permit/Non-Driver ID Card
- Photo Driver License only from another US state or Canada.
- US Passport
- Foreign Passport (with INS documentation).
- Immigration Documents
- Military Separation Papers (DD-214)/Photo ID Card



VALIDITY PERIODS AND FEES

You may choose between a short-term ID card valid for 4 to 5 years, or a long-term ID card valid for 8 to 9 years. Your fee and the dates your ID card covers depend upon the term of your card and the relationship between the date you apply and the expiration date (your birthday). A short-term ID card will cost between \$7.00 and \$8.00. A long-term ID will cost between \$11.00 and \$12.00. These fees include a \$3.00 photo document fee.



DISCOUNTED ID CARD FOR SENIORS/SSI RECIPIENTS

Applicants 62 or older are eligible for 10-year ID card at a reduced fee of \$4.50

Regardless of age, applicants who receive Supplemental Social Security (SSI) are also eligible for 10 year ID cards at the reduced fee of \$4.50. In addition to documents proving their name and age, they must also prove they receive SSI. DMV will accept the following documents from the Social Security Administration as proof that an applicant receives SSI:

- Notice of Award.
- Notice of Change in Payment (SSA-L8151).
- Report of Confidential Social Security Benefit Information (SSA-2458).
- Benefit Verification Letter.



ABOUT YOUR ID CARD

You will receive a temporary, non-photo ID card when you apply. You should receive your photo ID card through the mail within five weeks.

When you receive your ID, examine it to make sure the information and photo are correct. If a correction is needed, or if you have not received your photo ID card within five weeks, or you later lose your ID card, call the number listed below for your area code:

- New York City (212) 645-5550 or (718) 966-6155
- 516 or 914 Area Codes: 1-800-342-5368
- All Other Area Codes: 1-800-225-5368

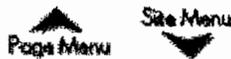
A photo ID card is durable, but not indestructible. Keep it from getting wet. Protect it with a plastic sleeve in your purse or wallet, **but do not laminate it**. Laminating could destroy the special security safeguards built into the ID and make it invalid. Replacement photo IDs valid for 4 to 8 years cost \$6.00. Senior or SSI recipient ID cards valid for 0 ears cost \$4.50 to replace.



NAME OR ADDRESS CHANGES

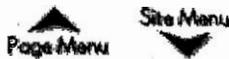
To your name on your ID card, bring the card and proof of your name change to any motor vehicle office. Except for a name change confirmed by presenting a marriage license or court papers, the documents of proof must total 6 points. The fee for a name change is \$3.00

To change your address, it is not necessary that you apply for a new ID card. Just write your new address in the space provided on the back of the card, but **DO NOT** try to cross out or change the old address on the front. Report the change of address to DMV within 10 days as required by law. Call or visit any DMV office to get a change of address form (MV-232), or [download the MV-232](#).



ORGAN/TISSUE DONATION

As with a driver license, your ID card has space on the back for you to make a gift of your organs or tissues upon your death. DMV urges you to "Share Your Life--Share Your Decision" by completing the organ or tissue donor portion of the ID and telling your family about your choice. If you are under 18, you must have parental consent. This gift is your personal choice, and DMV does not keep a record of your wish to donate.



George E. Pataki, Governor
Richard E. Jackson, Jr., Commissioner

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Additional information can be found here:

[Driver License & Non-driver ID](#)

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