

Applying for a Social Security Card

To obtain a new or replacement Social Security card or change the name on your card, you must complete Form SS-5, visit your local Social Security office or call 800-772-1213, or 800-325-0778(TTY).

If you live outside the United States, you must complete an Application for a Social Security Card (Form SS-5-FS)-Foreign Service. The form is available at www.socialsecurity.gov.

- **New card** — To obtain a new card, documents that show age, citizenship or lawful alien status, and who you are (i.e., birth certificate and school record) are required.
- **Replacement card** — To obtain a replacement card, one identifying document is required.
- **Name change** — To change your name, documentation showing old name and new name is required.

Photocopies of identification documents and notarized copies are not accepted. Original documents or copies certified by the custodian of the record must be submitted. If you were born outside the United States, you also must show proof of U.S. citizenship or lawful alien status.

Obtaining Other Documents

Following these guidelines can assist you in searching for and obtaining identification documents.

- Make your letters concise and to the point. DO NOT include more than one or two requests at a time.
- Do not write confusing details of your family lines.
- Provide complete information on why you need the documents. Include all names that may have been used, including nicknames, alternate spellings, etc. List dates and types of events as completely and accurately as possible. If you do not know the exact date, specify the span of years you wish searched and be prepared to pay for searches that span several years.
- Always provide a self-addressed stamped envelope.
- When requesting a birth certificate, include the following:
 - date of request
 - date and place of birth
 - father's name
 - full name of person
 - reason record is needed
 - mother's maiden name
 - relationship to party
 - requestor's name, address, driver's license number, state and signature

For other states' Departments of Vital Records and Secretaries of State, please visit:
WWW.CYBERDRIVEILLINOIS.COM

Unacceptable Identification Documents

- X Bond Receipt or Bond Card
- X Business Card
- X Check Cashing Card
- X Club or Fraternal Membership Card
- X College or University ID Card
- X Commercially-produced (non-state or unofficial) ID Card
- X Firearms Owner ID (FOID) Card
- X Fishing License
- X Handwritten ID or Employment Card
- X Hunting License
- X IDPA (Public Aid) Card
- X Instruction Permit/Receipt
- X Insurance and/or Bail Bond Card
- X Library Card
- X Temporary Driver's License
- X Traffic Citation (arrest ticket)
- X Verification by family member other than father, mother or legal guardian
- X Verification by non-family member other than high school driver education instructor or Secretary of State personnel
- X Video Club Membership Card
- X Wallet ID
- X Unlicensed Financial Institution Loan Papers

Applying for an Illinois Driver's License or ID Card



Jesse White
Secretary of State

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First-time Illinois Driver's License/ID Card Applicant

An applicant applying for a driver's license or ID card for the first time in the state of Illinois must present one document from each of Group A, B, C and D.

Temporary Visitor Driver's License applicants are not required to present documents from Group C. Instead, they must submit a letter on Social Security Administration letterhead, issued within 90 days prior to the date of application, verifying ineligibility for a Social Security number.

Duplicate/Corrected Driver's License/ID Card Applicant

An applicant applying for either a duplicate or corrected driver's license or ID card must present one form of identification from Group A and at least one form from either Group B, C or D. An applicant who requests a change in name, date of birth, Social Security number or gender must provide acceptable identification to link changes between the previous information and the new information.

Temporary Visitor Driver's License applicants are not required to present documents from Group C. Instead, they must submit a letter on Social Security Administration letterhead, issued within 90 days prior to the date of application, verifying ineligibility for a Social Security number.

Illinois Driver's License/ID Card Renewal Applicant

An applicant renewing a current Illinois driver's license or ID card need only present a current valid driver's license or ID card. If the applicant does not have a current driver's license or ID card, he/she must present one form of identification from Group A and at least one form from either Group B, C or D.

Temporary Visitor Driver's License renewal applicants must submit all ID documentation required for a first-time TVDL applicant.

ACCEPTABLE IDENTIFICATION DOCUMENTS

PHOTOCOPIES ARE NOT ACCEPTED

<p>Group A Written Signature</p>	<p>Group B Date of Birth</p>	<p>Group C Social Security Number</p>	<p>Group D Residency/Personal Data</p>
<ul style="list-style-type: none"> Cancelled Check (within 90 days) CDTP Certification Form Court Order Credit Card (major brand@) Driver Education Certificate (Blue Slip) Government Driver's License Government ID Card Illinois Driver's License (current) Illinois ID Card (current) Medicare Card with suffix A, J, H, M or T Military Service Record (DD214) Mortgage or Installment Loan Documents Out-of-State Driver's License/ID Card (current) Passport (valid U.S. or foreign) Social Security Card U.S. Citizenship and Immigration Services Forms <ul style="list-style-type: none"> I-551 (Alien Registration Card) I-688 (Temporary Resident Card) I-688A (Employment Authorization Card) I-688B (Employment Authorization Card) I-766 (Employment Authorization Card) I-94 (Arrival/Departure Record) with Valid Passport U.S. Military Driver's License U.S. Military ID Card 	<ul style="list-style-type: none"> Adoption Records Birth Certificate (must be original or certified by a Board of Health or Bureau of Vital Statistics within the United States or by the U.S. State Department, U.S. Territories or Canada.) Court Order (Change of birth date) Official Grade School/High School Transcript Illinois Driver's License (current) Illinois ID Card (current) Military Service Record (DD214) Naturalization Certificate Passport (valid with complete date of birth) Social Security Award Letter (primary beneficiary only) U.S. Citizenship and Immigration Services Forms <ul style="list-style-type: none"> I-551 (Alien Registration Card) I-571 (Refugee Travel Document) I-688 (Temporary Resident Card) I-688A (Employment Authorization Card) I-688B (Employment Authorization Card) I-766 (Employment Authorization Card) I-797 (Notice of Action Status Change) I-94 (Arrival/Departure Record) with Valid Passport U.S. Military Driver's License U.S. Military ID Card 	<ul style="list-style-type: none"> Illinois Driver's License Record Illinois ID Card Record Military Service Record (DD214) Social Security Award Letter (primary beneficiary only) Social Security Card (issued by Social Security Administration) U.S. Military Driver's License U.S. Military ID Card 	<ul style="list-style-type: none"> Examples of residency may be, but are not limited to the following: <ul style="list-style-type: none"> Lease Agreement Utility Bill Vehicle Registration Card Voter Registration Card
<p>Current forms of identification with an Illinois street address which do not appear on the list of unacceptable identification may also be used to verify residency. Documents listed in Groups A, B or C and other forms of identification not listed as unacceptable may be used to verify personal data.</p> <p>For a name change, the identification must be a document that provides a link to the established driver's license/ID file.</p> <p>After review of all identification presented, Secretary of State facility management has the right to accept or refuse any document.</p>			
<p>Unacceptable Identification Documents</p> <ul style="list-style-type: none"> Bond Receipt or Bond Card Business Card Check Cashing Card Club/Fraternal Membership Card College or University Identification Card Commercially produced (non-State or unofficial) ID Card Firearms Owner ID Fishing License Handwritten ID/Employment Card Hunting License IDPA (Public Aid) Card Instruction Permit/Receipt Insurance and/or Bail Bond Card Library Card Temporary Driver's License Traffic Citation (Arrest Ticket) Verification by family member other than Father, Mother or Legal Guardian Verification by non-family member other than High School Driver Education Instructor or Secretary of State Personnel Video Club Membership Card Wallet ID Unlicensed Financial Institution Loan Papers <ul style="list-style-type: none"> Group B documents must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm authenticity of the document. @Acceptable major credit cards are American Express, Diners Club, Discover, Master Card & Visa. A certified copy is a document produced by the issuing jurisdiction, which has an embossed seal or an original stamped impression. Foreign birth certificates are accepted as "proof" if accompanied by any other item listed in Group B. 			