



THESE MATERIALS ARE FOR INFORMATION ONLY. THEY DO NOT PROVIDE LEGAL ADVICE. Updated 5/8/18

HOW TO OBTAIN A DC ID

This packet contains information from the Department of Motor Vehicles (DMV), Social Security Administration (SSA), and DC Vital Records on their policies for getting IDs, Social Security cards, and DC birth certificates.

**For additional questions please come to
Bread for the City Social Services Open Hours:
NW Center: Tues 9:00 – 11:00 am
SE Center: Mon – Thurs: 9:30 – 11:30 am**

If you need legal help, please contact
Bread for the City's Legal Clinic:

NW Legal Clinic: (202) 480-8950 (Mon – Thurs 9:00 – 5:00pm)
SE Legal Clinic (202) 791-3981 (Mon – Thurs 9:00 – 5:00pm)

1525 Seventh St., NW
Washington, D.C. 20001

1640 Good Hope Rd., SE
Washington, D.C. 20020

***NOTE: BREAD FOR THE CITY CANNOT PROVIDE
FINANCIAL ASSISTANCE, 'REFERRALS' OR
'VOUCHERS' FOR IDS, OR ID CARDS.***



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TO OBTAIN A DC ID YOU MUST APPLY IN PERSON AT THE DMV

DC Non-Driver's ID

Note: Non-US Citizens may be able to obtain a Limited Purpose ID- see DMV website for complete list of qualifying documentation, or ask a social worker for more information.

The DC DMV requires that you show proof of the following eligibility categories:

- Identity (1) **cannot be the same proof/s used to prove SSN*
- Social Security Number (1) **cannot be the same proof/s used to prove Identity*
- DC Residency (2)

Identity Proofs for US Citizens:

- United States birth certificate or birth certification card
- Valid REAL ID driver license, learner permit, or identification card
- Unexpired United States Passport or Passport Card
- Certificate of Naturalization
- Certificate of US Citizenship
- Consular Report of Birth Abroad (CRBA) issued by the US Department of State
- Letter with picture from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections (DC DOC) certifying name, date of birth, social security number and address *(ID card will only be valid for 6 months if using this proof)*

Social Security Number Proofs:

- Social Security Card bearing applicant's full name, SSN, and signature
- Pay statement reflecting full name and full SSN
- W-2 (wage and tax statement) reflecting full name and full SSN
- 1099 Form reflecting full name and full SSN

DC Residency Proofs *(Two originals required - you may not use a P.O. Box address)*

- Utility bill (water, gas, electric, oil, or cable), with name and address, issued within the last 60 days (disconnect notices/bills are not accepted)
- Telephone bill, reflecting applicant's name and current address, issued within the last 60 days (disconnect notices/bills are not accepted)
- Deed, mortgage, or settlement agreement reflecting applicant's name and property address issued within the last 60 days
- Unexpired lease or rental agreement with the name of the applicant listed as the lessee, permitted resident, or renter (may be a photocopy)
- Unexpired sublease accompanied by the original unexpired lease with the name of the certifier as sub-lessor



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- DC property tax bill issued within the last 12 months reflecting the applicant's name and property address
- Unexpired homeowner's or renter's insurance policy reflecting name and address
- Bank/Credit Card/Investment Account Statement issued within the last 60 days reflecting name and address
- Official Mail— from ANY government agency (with full name and address)- include contents and envelope received within the last 60 days,
 - Mail from DC DMV not accepted
 - Change of Address Notifications from the Postal Service not accepted
- Medical Bill issued within the last 60 days reflecting name and address
- Student Loan Statement issued within the last 60 days reflecting name and address
- Home Line of Equity Statement issued within the last 60 days reflecting name and address
- Car/Personal Loan Statement (no coupon books/vouchers accepted) issued within the last 60 days reflecting name and address
- Home Security System Bill issued within the last 60 days reflecting name and address

Alternate Proofs of DC Residency

- [DC DMV Proof of Residency Certification](#) (see attached below)
 - DC DMV Proof of Residency form signed by the certifier residing at the residence AND a copy of the certifier's unexpired DC Driver license or DC ID *and* 2 proof of residency documents (i.e., utility bill, telephone bill, etc.) in the certifier's name.
- DC DHS- Homeless Services Verification of Homelessness Voucher
 - Go to a [DHS Homeless Services Certified Provider](#) (see attached list below)
 - Obtain a letter on agency letterhead from a caseworker that verifies that the applicant is (a) experiencing homelessness, (b) may use the agency address for DC residency and have that address on their ID.
 - Take this letter to DHS Homeless Services at 64 NY Ave NE, 6th Floor and exchange it for a DHS Verification of Homelessness Voucher.
 - Take this voucher to the DMV as proof of DC residency.
 - This letter qualifies applicant for Fee Waiver at DMV
- Letter with picture from Court Services and Offender Supervision Agency (CSOSA)
 - Individuals on probation, parole, or supervised release
 - Letter must certify name, DC residency, and have been issued within last 60 days
 - This letter qualifies applicant for Fee Waiver at DMV



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DC ID Fee Waiver

The below groups qualify for a free DC non-driver's ID (\$20 fee is waived). The individual must bring any required proofs of eligibility.

- Seniors: Age 65 and older (must still show identity, SSN, and residency proofs)
- Returning Citizens: Letter with picture from Court Services and Offender Supervisor Agency (CSOSA) or DC Department of Corrections (DC DOC) certifying name, date of birth, social security number and address (for ID Card only) within 6 months of release date.
- Homeless Residents: If you are living outside or in a shelter you may use the DHS Verification of Homelessness Voucher in order to have the fee waived and to serve as proof of residency (you must still provide proof of SSN and identity).

Department of Motor Vehicles Agency Information

DC Non-Driver's ID

Cost: \$20

Office Locations & Hours (below)

[Penn Branch Service Center](#)

3220 Pennsylvania Ave., SE

Tues. – Sat. 8:15am - 4pm

(202) 737-4404

[Rhode Island Service Center](#)

(Located in Rhode Island Row at the Corner of Rhode Island Ave., NE (Near CVS) and Washington Place, NE)

2350 Washington Place, NE, Suite 112N

Tues. – Sat. 8:15am - 4pm

(202) 737-4404

[Southwest Service Center](#)

95 M St., SW

Tues. – Sat. 8:15am - 4pm

(202) 737-4404

[Georgetown Service Center](#)

3222 M St., NW (Canal Level)

Tues. – Sat. 8:15am - 4 pm

(202) 737-4404



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DC Birth Certificate

In DC a parent, sibling, or child may request a birth certificate for their relative as well – they would need to provide their own ID and birth certificate and pay the \$23 fee

- **Do you have 1 of the below documents?**
 - Driver's License/Non-Driver's ID card
 - U.S. Passport (Valid & Unexpired)
- **If not, you may need 3 of the below documents**
 - Utility bill with full name & address (most recent)
 - SSN card with signature
 - Employee ID Card and pay stub or W-2
 - Student photo ID and certified copy of report card/transcript (US, with DOB)
 - Dept. of Corrections photo ID and probation/release papers
 - Car registration/title with full name & current address
 - U.S. Selective service card
 - Voter registration card (to register to vote you must provide your name, address, DOB and last 4 of your SSN or license/non-driver ID number; the card will be mailed to the registrant)
 - Census records
 - Federal tax forms (current, filed, and with full name/correct address/signatures)
 - Court Documents

DC Vital Records

DC Birth Certificates

Cost: \$23

Office Location: 899 North Capitol St., NE

Hours: Mon. - Fri. 8:30am to 3:30pm

Phone: (202) 442-9303

Assistance Paying for Identifying Documents

Transition Assistance Program (TAP)

Chevy Chase Presbyterian Church

1 Chevy Chase Circle, NW, Washington, DC 20015

Phone: 202-363-4817

Hours: Tues, Wed, Fri 9am - 11:30am; **note:** arrive by 8:30am in order to get one of 15 spots

Bus routes: L1 and L2 to Chevy Chase Circle

Metro: Friendship Heights on Red Line (Church is .7m from station)

Information: Cross the street and enter the church through the door off the parking lot. Arrive early as they can only assist the first 15 individuals that check in daily. Can provide financial assistance to obtain: birth certificates, non-drivers ID cards, police clearances, driving records.



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Social Security Card

Do you have 1 of the below documents to show that you are a US citizen?

- Birth Certificate
- US Passport
- Certificate of Naturalization

Do you have 1 of the below documents to show your age?

- Birth certificate – *strongly preferred*
- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Do you have 1 of the below documents to show who you are (your identity)?

- US driver's license/non-driver's ID
- US passport

If not, the below documents may be used to prove identity – they must be current (not expired) with your name, date of birth or age, and preferably a recent photograph

- Employee or school ID card
- Health insurance card (not Medicare)
- U.S. military ID card
- Certificate of naturalization
- Certified copy of medical record (clinic, doctor, or hospital)

Note: If you are not a US Citizen, you will need to show additional documentation to show current, lawful, work-authorized status. See SSA website [here](#) for additional information.

DC Social Security Administration

Social Security Card

Cost: Free

Office Locations:

1905-B 9th St., NE

1300 D St, SW

2041 MLK Jr. Ave., SE, Suite 130

Hours: Mon. – Fri. 9am - 4pm (Wed. 9am - 12pm)



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DHS HOMELESS SERVICES CERTIFIED PROVIDERS

NOTE: The information on this list may have changed since the printing of this document.

Name	Address	Quad	Zip	Contact Person	Phone Number
Pathways to Housing	101 Q Street, Suite G	NE	20001	Sacsheen Scott	(202) 529-2972
My Sister's Place, Inc.	1436 U St NW Suite 303	NW	20018	Brynex Baxter	(202) 529-5261
Helping Individual People Survive	1309 Rhode Island Ave. Suite B	NE	20018	Earline Budd	(202) 232-8150
District Alliance for Safe Housing	1835 3rd Street	NE	20002	Shakeita Boyd	(202) 462-3274
So Other Might Eat	60 O Street	NW	20001	Lachele Shelton	(202) 797-8806
Thrive DC	1525 Newton Street	NW	20010	Jessica Meload	(202) 737-9311
Christ House	1717 Columbia Road	NW	20009	Bill Helper	(202) 328-1100
The Salvation Army	1434 Harvard Street Suite B	NW	20009	Theresa McKillop	(202) 250-7701
Casa Ruby, Inc.	2822 Georgia Ave.	NW	20001	Cortez McDaniel	(202) 320-9002
The Father McKenna Center	19 Eye Street	NW	20001		(202) 842-1112
Georgetown Ministry Center	1041 Wisconsin Ave.	NW	20001	Roy L. Witherspoon	(202) 338-8301
Catholic Charites	924 G Street	NW	20001	George W. Jones	(301) 728-8307
N Street Village	1333 N Street	NW	20005	Krisyn Carrillo	(202) 939-2076
McClendon Center	1338 North Capital Street	NW	20002	Kameke Richardson	(202) 745-0073
Green Door	1221 Taylor Street	NW	20011	Dana Sumanski	(202) 464-9200
Latin American Youth Center	3045 15th Street	NW	20010	David Del Pozo	(202) 695-1280
Central Union Mission	65 Massachusetts Ave.	NW	20001	Shirley Johnson	(240) 832-2683



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Friendship Place	4713 Wisconsin Ave.	NW	20016	Valencia Davis	(202) 364-1419
Access Housing, Inc.	4301 9th Street	SE	20032	Lucy Aderibigbe	(202) 561-2333
Capitol Hill Group Ministry	1338 G Street	SE	20003	Latasha Johnson	(202) 544-3150
House of Prosperity Everlasting, Inc.	2918 Minnesota Ave.	SE	20019	Sidiki Paul Lancaster	(202) 497-5678
Sasha Bruce Youthwork, Inc.	5032 D Street	SE	20019	Merides Daley-Palmer	(202) 675-9340
Dept. of Youth Rehabilitation Services	450 H St	NW	20001	Cherie Harmon	(202) 299-5362
Samaritan Ministry of Greater Washington	1516 Hamilton St	NW	20011	Tracy L. Pindell	(202) 722-2280
801 East Transitional Rehabilitation Program	2700 Martin Luther King Jr. Ave.	SE	20032	Veronica Fabani	(202) 561-4014
Office of Returning Citizen Affairs	2100 Martin Luther King Jr. Ave.	SE	20003	Lashonia Etheridge	(202) 715-7670



PROOF OF DC RESIDENCY CERTIFICATION

APPLICANT INFORMATION

Last Name (including suffix)	First Name	Middle Name	Date of Birth
Address		Apt/Unit Number	City/State
			WASHINGTON, DC
Zip Code		E-mail Address	
Telephone Number with Area Code			

CERTIFIER INFORMATION

Last Name (including suffix)	First Name	Middle Name	Date of Birth
Address		Apt/Unit Number	City/State
			WASHINGTON, DC
Zip Code		E-mail Address	
Telephone Number with Area Code			
DC Driver License or DC Identification Card Number		Expiration Date	

The certifier must sign this form attesting that the above applicant resides with them in the District of Columbia. The certifier must also provide a valid DC Driver License or valid DC Identification Card reflecting their name and the address listed above AND two (2) of the following proof of residency documents reflecting their name and DC address.

<ul style="list-style-type: none"> Utility Bill (water, gas, electric, oil or cable) issued within the last 60 days Telephone Bill (cell phone, wireless, or pager bills accepted) issued within the last 60 days Unexpired Lease or Rental Agreement with the name of the certifier as a lessor, lessee, permitted resident or renter DC Property Tax Bill issued within the last 12 months Home Security System Bill issued within the last 60 days 	<ul style="list-style-type: none"> Unexpired Homeowner's or Renter's Insurance Policy Official Mail – received within 60 days from ANY Government Agency to include contents and envelope, excluding mail from DC DMV (Change of Address Notifications from the Postal Service are NOT accepted) Unexpired Sublease accompanied by the original unexpired Lease with the name of the certifier as sub-lessor Bank Statement issued within the last 60 days Credit Card Statement issued within the last 60 days 	<ul style="list-style-type: none"> Student Loan Statement issued within the last 60 days Car/Personal Loan Statement (coupon books or vouchers are NOT accepted) issued within the last 60 days Home Line of Equity statement issued within the last 60 days Deed or Settlement Agreement Investment Account Statement issued within the last 60 days Medical Bills issued within the last 60 days
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Any person using a fictitious name or address and knowingly making any false statement on this application is in violation of DC Law and subject to a fine of not more than \$1,000 or 180 days imprisonment or both. (D.C. Official Code §22-2405)

I hereby certify that the information contained on this application is true and correct.

Applicant's Signature: _____ Date: _____

Certifier's Signature: _____ Date: _____

FOR DMV OFFICIAL USE ONLY

DMV EXAMINER SIGNATURE: _____ DATE: _____