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*This information is current as of February 2023.*

## How to Obtain a DC Non-Drivers License ID

*This flier contains information from the Department of Motor Vehicles (DMV), Social Security Administration (SSA), and DC Vital Records on their policies for getting IDs. Bread for the City cannot provide financial assistance, 'referrals,' or vouchers for IDs, or ID cards.*

To obtain an ID, you must apply in person at the DMV (call 202-737-4404 if you are unsure where the nearest DMV to you is). The DC DMV requires that you show proof of the following eligibility categories:

### 1. Proof of Identity (Select 1):

- 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*)

### 2. If you have an address, Proof of DC Residency (Select 2):

- 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
- DC property tax bill or tax assessment 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.
- Official Mail— from ANY government agency (with full name and address)- include contents and envelope received within the last 60 days (Note: mail from DC DMV not accepted, change of Address Notifications from the Postal Service not accepted)
- 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

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- Letter on official letterhead issued by DC Universities and Colleges registrar's office reflecting the customer's name and certifying the customer's on-campus address issued within the last 60 days.

### 3. If you do not have an address, Proof of DC Residency (Select 1):

- [DC DMV Proof of Residency Certification](#)
  - 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
  - You may get this form from the Downtown Day Services Center at 1313 New York Ave. Offering Walk-In services Monday-Friday 9am-5pm. You can also call them at (202) 383-6810.
- 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

**Note:** As of November 2021, the DMV no longer requires proof of your Social Security Number. You will provide your SSN and they will verify it directly with SSA.

**Note:** Your full legal name on your Proof of Identity document(s) must match the name associated with the records at the Social Security Administration. If the name you use is different from the name Social Security has, you may be required to take additional steps.

***Those over age 65, returning citizens, and people experiencing homelessness may be eligible for a free ID. See Financial Assistance flier for more detail.***

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## How to Obtain a DC Limited Purpose ID

*This flier contains information from the Department of Motor Vehicles (DMV), Social Security Administration (SSA), and DC Vital Records on their policies for getting IDs. Bread for the City cannot provide financial assistance, 'referrals,' or vouchers for IDs, or ID cards.*

Limited Purpose IDs are available only to anyone at least 15 years old who does not have, has never had, or is not eligible for a Social Security Number. You might have lived in the District for at least 6 months to be eligible. Minors under the age of 18 will be required to submit the [Parental Consent Form](#)

To obtain an ID, you must apply in person at the DMV (call 202-737-4404 if you are unsure where the nearest DMV to you is). The DC DMV requires that you show proof of the following eligibility categories:

### 1. Proof of Identity and Age - Full Legal Name and Date of Birth (Select 1):

- Unexpired Passport
- Consular Cards
- Certified US Birth Certificate or Birth Certificate Card filed with a State Office of Vital Statistics (Original or Certified Copy)
- Letter with picture from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections (DOC) certifying name and date of birth, issued within 60 days of application (may only be used when obtaining ID card)

### Or, Select 2 of the following:

- Foreign Birth Certificate (Original or Certified Copy)  
-Note: If you possess a non-English language source document from a foreign country, you must attach an English translation from your embassy or from a certified translator. The embassy translation must be on official embassy letterhead. Certified translator copies must have a certification stamp.
- Unexpired Foreign Driver License or Identification Card
- Unexpired United States Military or Dependent Identification Card
- Certified School Records

### 2. Proof of Social Security Number Ineligibility:

- "An individual applying for a Limited Purpose driver license or Limited Purpose identification card must certify on the SSN Declaration Form that he/she has not been assigned a social security number, has been assigned a social security number but cannot establish legal presence in the United States at the time of application or is ineligible to obtain a social security number. The [SSN Declaration Form](#) is available online or when you visit for your Limited Purpose credential appointment."

### 3. Proof of Current DC Residency (Select 2):

- Utility bill (water, gas, electric, oil, or cable), with name and address, issued within the last 60 days

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(disconnect notices/bills are not accepted)

- Telephone bill (cell phone, wireless, or pager bills acceptable), 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
- 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
- \*\*Letter with picture from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections (DC DOC) certifying name and DC residency issued within the last 60 days
- \*DC DMV [Proof of Residency Certification Form](#) signed by the certifier residing at the residence AND a copy of certifier's unexpired DC driver license or DC identification card AND 2 proof of residency documents (i.e., utility bill, telephone bill, etc.) in the certifier's name.
- Official Mail—received from ANY government agency (with full name and address) to include contents and envelope received within the last 60 days, excluding mail from DC DMV (Change of Address Notifications from the Postal Service are NOT accepted)
- \*\*DC DMV-approved form from certified social service provider
- 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
- Letter on official letterhead issued by DC Universities and Colleges registrar's office reflecting the customer's name and certifying the customer's on-campus address issued within the last 60 days.

\*Does NOT require a second source of residency document

\*\*May only be used to obtain an Identification Card and does NOT require a second source of residency document

#### 4. Proof of 6-month DC Residency:

- Select 2 of the same documents listed above as “Proof of Current District of Columbia Residency”, but MUST be dated six (6) months prior to the DC DMV application date, be original (which includes computer printouts for online bills) AND contain a valid DC address (P.O. Boxes not acceptable).
- Fill out and sign the [6 Month Residency Certification for Limited Purpose Credential](#) Form

***Those over age 65, returning citizens, and people experiencing homelessness may be eligible for a***

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*free ID. See Financial Assistance flier for more detail.*

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## How to Obtain a Replacement or First-Time Social Security Card

*This flier contains information from the Social Security Administration (SSA) on their policies for getting Social Security Cards. Bread for the City cannot provide financial assistance, 'referrals,' or vouchers for ID documents.*

### How to Obtain a Replacement Card

Due to COVID, most appointments are being conducted by phone. To replace your SSN card, you can:  
(1) Drop off or mail in your application to your local SSA Office. You must include the originals of the below proof of identity documents. Applications can be found at: <https://www.ssa.gov/forms/ss-5.pdf>. To locate the address for your local SSA Office, visit: <https://secure.ssa.gov/ICON/main.jsp> or call 1-800-772-1213.

\*Note: SSA is open for original documents (proofs needed for a request for a Social Security Card or other application) drop off Monday - Friday 9am-4pm. Documents can be dropped off during these hours, but no one will be available to answer questions. Original documents will be returned via UPS Two-Day shipping.

(2) Set up a MySSA account at: <https://www.ssa.gov/myaccount/> and order a replacement card online.

Documents required:

1. Proof of US Citizenship (Select 1):

- Birth Certificate
- US Passport
- Certificate of Naturalization

2. Proof of age (Select 1):

- 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)

3. Proof of Identity (Select 1):

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

4. If you do not have an ID or passport, you can select 1 of the following (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)

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- U.S. military ID card
- Certificate of naturalization
- Certified copy of medical record (clinic, doctor, or hospital). Certified medical records must be printed within the last two years, show the applicant's name, birthday, biographical information, and be signed and dated by an acceptable medical source (for example, doctors or nurse practitioners). Electronic signatures are okay, but must have a stamp from the record source.

**Note:** If you are not a US Citizen, you will need to show additional documentation to show current, lawful, work-authorized status. See <https://www.ssa.gov/forms/ss-5.pdf> for additional information.

### **How to Obtain a First-Time Social Security Card**

Individuals age 12+ requesting a first-time Social Security Card must call your local SSA Office to schedule an in-person appointment. To locate the phone number and address of your local SSA Office, visit: <https://secure.ssa.gov/ICON/main.jsp> or call 1-800-772-1213. During the phone call, the local office will conduct a screening, discuss documents to bring, and schedule the appointment.

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## How to Obtain a DC Birth Certificate

*This flier contains information from the Department of Motor Vehicles (DMV), Social Security Administration (SSA), and DC Vital Records on their policies for getting DC birth certificates. Bread for the City cannot provide financial assistance, 'referrals,' or vouchers for ID documents.*

If you were born in DC, you can order your birth certificate from DC Vital Records by:

- (1) Making an appointment: call (202) 442-9303, Select Option 1, then Option 9
  - (2) Ordering by phone: call 1-877-572-6332, Select Option 2
  - (3) Ordering by mail: [https://www.vitalchek.com/Fax-Phone/DC\\_Birth\\_Application.pdf](https://www.vitalchek.com/Fax-Phone/DC_Birth_Application.pdf)
  - (4) Ordering on the internet: <https://dchealth.dc.gov/vital-records> (click the "Remote ordering service provider" section for all online ordering options)
- \*allow 2-4 weeks for remote order processing time

**Cost:** \$23 (additional costs apply for orders placed by phone, internet, or mail.)

-Note: For in-person requests, cash, checks, money orders, Visa and Master Card are accepted for payment. For mail-in requests, acceptable forms of payment are checks and money orders and should be made payable to the DC Treasurer.

**DC Vital Records Division Office Location:** 899 North Capitol St., NE

Note: 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.

You will need to verify your identity. If going in person to the service center, you will be required to complete an identity verification questionnaire at a self-service kiosk. It is recommended that you bring several forms of ID to ensure DCVRD employees are able to verify your identity.

### Select 1 of the following documents:

- State-issued driver's license or non-driver's ID card
- Passport or passport card
- Permanent resident card
- Employment authorization card
- Department of State card
- Military ID Card
- Law enforcement ID (must also present DC Superior Court subpoena)
- Government employee ID (applies only to licensed social workers or government representatives with pre-existing approval from the State Registrar)

### And/or, select 2 or more of the following documents:

- Utility bill with full name & address (most recent)
- SSN card with signature
- Employee ID Card and pay stub or W-2

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- 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)
- Valid DC One Card
- Filed Court Documents

You can view these requirements on the DCVRD Identity Guidelines Information Sheet at this link:

[https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page\\_content/attachments/Identity%20Guidelines%20Information%20Sheet\\_0.pdf](https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Identity%20Guidelines%20Information%20Sheet_0.pdf)

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## Assistance Paying for Identification Documents

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

1. **Seniors** (Age 65 and older): Must still show identity and residency proofs.
2. **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.
3. **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 identity). This form can only be used to pay for an ID once every 8 years. If you need a replacement within the 8 year renewal cycle for a lost or stolen ID, you can still use the form for a proof of residency but you must pay \$20.

### Organizations that Provide Financial Assistance:

#### Transition Assistance Program (TAP)

Chevy Chase Presbyterian Church at 1 Chevy Chase Circle, NW Washington, DC 20015

Call 202-363-4817 on Tuesdays, 9:00 to 11:30 a.m for help with birth certificates and non-drivers ID.

Hours for walk-in clients seeking US birth certificates or DC, MD or VA IDs are also Tuesdays, 9:00 to 11:30 a.m. They do not provide proof of residency for IDs, just financial assistance. Phone messages left outside these hours will be responded to on the next business Tuesday.

#### Community Family Life Services

305 E Street, NW Washington, DC 20001

Phone: 202-347-0511

Call before going. Can provide financial assistance to obtain: birth certificates, non-drivers ID cards, police clearances, driving records.

#### Foundry Ministry

1500 16th street, NW, Washington, DC 20015

Phone: (202) 332-4010

Bus routes: 96 Duke Ellington Bride and G2 to Georgetown

Metro: U Street Metro

Information: Can provide financial assistance to obtain: birth certificates, non-drivers ID cards, police clearances, driving records. It is preferred that you have a caseworker make your appointment. If you do not have that option, you can refer yourself at this link: <https://airtable.com/shrlagZUt5Hm2swhd> or email [idhelp@foundryumc.org](mailto:idhelp@foundryumc.org) to request a phone appointment.

#### Downtown Day Service Center

1313 New York Avenue, NW, Washington, DC 20005

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JUSTICE ADVOCACY MEDICAL  
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Phone: (202) 383-8810

Hours: Wed 9am – 5pm

Bus routes: X2 to Lafayette Square

Metro: Metro Center

Information: Can provide financial assistance to obtain: birth certificates, non-drivers ID cards, police clearances, driving records.

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