

The following is intended to provide some practical tips to help you obtain a NYS Department of Motor Vehicles Non-driver Identification Card for youth in your care.

This is not meant to provide detailed instruction but rather suggestions you might find helpful.

Before NYS DMV will issue any photo document for the first time, the following proofs must be presented:

- **PROOF OF DATE OF BIRTH** - Generally, this will be a birth certificate and you should be aware that it must be an **original** document which has a raised seal. For a list of other documents that can also prove date of birth go to <http://www.nysdmv.com/forms/id44.pdf>, **AND**
- **SOCIAL SECURITY CARD*** OR if one is ineligible for a Social Security Card, 6 points of proof of name plus a letter of ineligibility from the Social Security Administration (SSA) issued within 30 days of the application to DMV, which confirms ineligibility, along with the Immigration and Naturalization Service (INS)/Department of Homeland Security (DHS) documentation that the SSA used to determine that one is ineligible, **AND**
- 4 points of **PROOF OF NAME** (all proofs of name must show the same name).

Be sure to allow ample time to complete your gathering of documents. It could take several weeks (perhaps 5 to 7) to obtain everything you need. *You should apply for the Birth Certificate AND a replacement Social Security Card at the same time.

Let's start with obtaining a copy of the **BIRTH CERTIFICATE**.

- For births **IN New York State but OUTSIDE of NYC**, the fee may be waived if a request for the certificate is made on government agency letterhead signed by an authorized agency representative of the public agency having custody of the youth and submitted with the application indicating that the certified copy is required for an official purpose. To waive the fee, the request should be sent to the NYS Department of Health (DOH) - not to your local county clerk's office. The mail-in application can be obtained at: http://www.nyhealth.gov/vital_records/forms/doh-4380.pdf.
- The authorized agency representative should include a copy of his/her photo identification with the letter and application.
- While applications will be processed in the normal course of business, if there is a need for expedited processing, NYS DOH will make every effort to expedite processing. If the request is from a private agency, a copy of the custody papers is required in addition to the materials submitted by public agencies.
- For births **IN NYC**, you can obtain a birth certificate for another person **ONLY** if you have a notarized letter from the person or the person's parent. Go here for information on obtaining birth certificates for births IN NYC: <http://www.nyc.gov/html/doh/html/vr/vrbappl.shtml>
- Note: Pursuant to recent state legislation, the fee is waived for the issuance of a birth certificate for a youth in the custody of a local commissioner of Social Services or the NYS Office of Children and Family Services. Indicate this in your cover letter and reference this legislation: Chapter 56 of the Laws of 2010.

NOTE: Effective Friday, October 1, 2010, all Puerto Rican birth certificates are invalid, and all persons with a birth certificate issued in Puerto Rico must apply for a new one. Puerto Rican residents in the United States can request and receive new certificates by mail. The new birth certificates can be ordered **on line** at <http://www.vitalchek.com/> or **by phone** through VitalChek's 24/7 bilingual call center at (866) 842-6765. An express processing fee and shipping costs apply for this service. To order **by mail**, go here for the address and form: <http://www.nyc.gov/html/doh/downloads/pdf/vr/pr-birth-certificate.pdf>

SOCIAL SECURITY CARD

Most people born in the United States were issued a social security number at birth so what you will likely be requesting is a **replacement card**. **You do not need a birth certificate to request a *replacement* social security card so you may want to begin this request at the same time you apply for the birth certificate.** To apply for a replacement card, one must prove his/her **identity**. Note that a birth certificate *cannot* be used to prove identity. To prove identity, one document must be provided that contains the youth's legal name (this name will appear on the Social Security Card) and provides biographical information (date of birth, age, or parents' names) and/or physical information (photograph, or physical description – height, eye and hair color, etc.). You could use the following documents:

- Health insurance or Medicaid card
- Certified copy of medical record (clinic, doctor or hospital)
- Hospital record
- School identity card
- Other school records maintained by the school

If the youth was born outside the U.S., there must also be documents to prove U.S. citizenship or current, lawful status. In most cases, you can mail or take the application with the evidence documents to any Social Security Office. To find social security office locations, go to: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>. However, if you live or receive mail in Brooklyn or Queens, NY you must apply in-person or by mail to a *Social Security Card Center*. For Social Security Card Center information, go to: <http://www.ssa.gov/cardcenters/cardcenterinfo.html>. It is best, though, for the youth to apply in person (accompanied by a government representative). The government representative should bring a letter on agency letterhead indicating the youth is in care. Bring your own photo identification (preferably photo work identification).

NOTE: If the youth is age 12 or older and you know they have *never* received a Social Security number, they **MUST** apply in person (accompanied by a government representative) at a local Social Security Card Center or Office. Be aware that more documentation (<http://www.ssa.gov/ssnumber/>) will be required to obtain an *original* social security number.

Once youth have their birth certificate and social security card, they can now apply for a **DMV Non-driver Identification Card**.

DEPARTMENT OF MOTOR VEHICLE NON-DRIVER IDENTIFICATION CARD

A government representative must accompany the youth to a local DMV office and bring:

- Youth's original birth certificate (one with a raised seal);
- Youth's social security card; **AND**
- 4 points of proof of name.

For a complete list of proofs of identity accepted for proof of name, go to: <http://www.nysdmv.com/forms/id44.pdf>

Be aware, that the 4 points can be fulfilled by filling out DMV form MV-45A: <http://www.nydmv.state.ny.us/forms/mv45a.pdf>

If you use MV-45A, the following is important information for the government representative accompanying the youth:

- Do not sign the form until you are in the presence of a DMV representative.
- The youth's representative must be a government or government-approved facility representative, and must provide his/her original facility ID card/document along with a letter on the facility's letterhead, signed by the representative's supervisor. This letter must verify the applicant's name, date of birth, address, height, eye color, the name of the facility and the name of the representative. If the letter is submitted from a government-approved facility, the letter must indicate the name of the NYS facility and the facility's certificate number.
- The representative must have a valid New York State Photo Driver License/Permit/or Non-driver Identification Card, and **must** show this proof along with the above documents at the time of application.