

## How to Obtain Critical Identification (ID) Documents

**Obtain Social Security Card.** You can apply for a replacement social security card online at: <https://www.ssa.gov/ssnumber/> You will need proof of:

- Age: birth certificate,
- Identity: U.S. Driver's license, state-issued non-driver ID, or U.S. Passport, and
- Citizenship: U.S. birth certificate or U.S. passport.

If you do not have these documents, visit the above website to learn what other documents you may use. Call for an appointment at the Rochester office: 200 East Main Street, 2nd Floor, Rochester NY 14604. Phone: (800) 772-1213 TTY: (800) 325-0778

**Obtain a NYS Non-Driver ID Card.** You must apply in person at the Dept. of Motor Vehicles (DMV). Find a local office here: <http://dmv.ny.gov/offices> or call 1-518-486-9786. Make an appointment here: <https://wb-monroedmv.us.qmatic.cloud/qmaticwebbooking/#/>

To determine what ID is needed, we **strongly recommend** that you review this webpage: <http://dmv.ny.gov/id-card/bget-non-driver-id-card-ndid> **You will need a social security card and you must also provide proof of citizenship or lawful status.**

For a Standard Non-Driver ID (not a REAL ID or an ENHANCED ID) proof of residency is not required. If you are an SSI recipient, please bring that documentation.

For a NYS REAL ID or an ENHANCED ID, you will need proof of residency by two documents (e.g., a bank statement and utility bill) and proof of citizenship. To get a NYS Driver License, visit <https://dmv.ny.gov/driver-licenses> to determine the requirements.

**NOTE:** If you have been recently released from a NYS DOCCS facility (prison), you will receive a NYS DOCCS ID card, which will expire 120 days from your release date. You will have 120 days from release to visit a NYS DMV office to apply for a Non-Driver photo ID card, Learner's Permit, or Driver's License. Bring your release paperwork with you, along with your birth certificate, social security card and recent mail addressed to you.

**NOTE:** Supporting documents for a Social Security card and a NYS non-driver license must be originals or copies certified by the issuing agency. Photocopies are not accepted.

**Obtain a Birth Certificate.** For births outside Monroe County, contact that County office directly. For births in Monroe County, you can order a birth certificate online at <https://www.monroecounty.gov/health-VitalRecords> or **by appointment** at the Monroe County Office for Vital Records, 740 East Henrietta Rd., Rochester, NY 14623 (585) 753-5141 or [mcvr@monroecounty.gov](mailto:mcvr@monroecounty.gov) Note, this office only has records for births in Monroe County. The in-person cost is \$30; when ordering online there is an additional \$10 handling fee. For those recently released from incarceration, you may be eligible for a micro-loan to get a birth certificate. See the Judicial Process Commission: [www.rocjpc.org](http://www.rocjpc.org)

At your in-person appointment, you must **EITHER** bring a photo ID (e.g., Driver's License, State issued non-driver photo ID, Passport, U.S. Military issued photo ID), **OR** if you don't have a photo ID bring **two** pieces of official mail no older than six months that show your name and current address such as utility or phone bills, a letter from a government agency, etc. (No personal or bulk mail.)

**Useful Tip:** When trying to re-establish your identification documents, keep all current utility or phone bills, postmarked recent mail, bank records, pay stubs, etc. Anything that shows others you are “real!”

**Commonly accepted proof of identity include government issued photo IDs, such as:**

- Drivers or Non-Driver license
- US Military Photo ID Card
- Certificate of Naturalization (Form N550, N570)
- Certificate of Citizenship (Form N560, N561)
- Welfare/Medicaid/NY Food Stamp Card WITH PHOTO
- (Sometimes accepted: Work or School ID cards WITH PHOTO and/or transcript)

**Commonly accepted proof of date of birth:**

- Valid US or Foreign Passport
- US Birth Certificate
- NYS Driver License/Non-Driver ID
- Consular Report of Birth Abroad or Certification of Birth
- US Military Photo ID Card
- Certificate of Naturalization or Citizenship (Form N550, N570, N560, N561)

**Commonly accepted proof of citizenship:**

- Previously issued, undamaged U.S. Passport
- Certified birth certificate issued by the city, county, or state
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization (Form N550, N570)
- Certificate of Citizenship (Form N560, N561)

**Commonly accepted proof of residence:**

- Current Official Mail with current address (Bills, mail from state or federal governments, etc.)
- Official Documents with current address (Car title, etc.)
- Certificate of Residence