

# Applying for a Utah License or Identification Card on or after January 1, 2010?

You will need to provide the following documentation:



D. Lance Davenport, Commissioner  
Nannette Rolfe, Director

To ensure your application process is as smooth as possible, remember the following:

- ✓ Double check that you have all the correct documentation before visiting a Driver License office.
- ✓ Documents must be an original or a copy certified by the issuing agency.
- ✓ Faxed or photocopied documents will **NOT** be accepted.

- ✓ Any name or address variation from your source document must be accompanied by legal authorizing documentation identifying the updated information (marriage, divorce or court order).
- ✓ Documents are subject to departmental review and approval. Additional information may be required.
- ✓ In some cases, document approval may not occur in the same day and may require an additional visit.

- ✓ All documents provided to the Division will be imaged and stored in a secure database and will be returned to the applicant.

See reverse side for column information

If you have any questions regarding appropriate documentation, please contact the Utah Driver License Division at (801) 965-4437 or toll free (888) 353-4224 for assistance or visit our web site at [www.driverlicense.utah.gov](http://www.driverlicense.utah.gov)

## Learner Permit

## Regular Driver License, Identification Card, or CDL

## Limited Term Driver License, Identification Card, or CDL

## Driving Privilege Card (DPC)

Present the following:

1. One legal/lawful presence document from column 1; and
2. One identity document from column 2 (may be the same as the legal/lawful presence document); or
3. Foreign Birth Certificate & one identity document from column 2 - **DPC applicants only**; and
4. Valid social security card or proof of ineligibility to obtain a SSN, or Individual Tax Identification Number (ITIN) from column 3; and
5. Evidence of Utah residency from column 4 (must provide two documents)

Present the following:

1. One legal/lawful presence document from column 1; and
2. One identity document from column 2 (may be the same as the legal/lawful presence document); and
3. Evidence of social security number (SSN) or proof of ineligibility to obtain a SSN from column 3; and
4. Evidence of Utah residency from column 4 (must provide two documents); and
5. Evidence of completion of a course in driver training; or
6. Evidence of a driving privilege issued in another state or country.

\*CDL applicants **must** have a social security card and DOT medical card

Present the following:

1. One legal/lawful presence document from column 1; and
2. One identity document from column 2; and
3. Evidence of social security number (SSN) or proof of ineligibility to obtain a SSN from column 3; and
4. Evidence of Utah residency from column 4 (must provide two documents); and
5. Evidence of completion of a course in driver training; or
6. Evidence of a driving privilege issued in another state or country.

\*CDL applicants **must** have a social security card and DOT medical card

Present the following:

1. Two identity documents from column 2 (one must be a foreign birth certificate including a certified translation if the birth certificate is not in English); and
2. Evidence of social security number (SSN) or evidence of an Individual Tax Identification Number from column 3 (ITIN); and
3. Evidence of Utah residency from column 4 (must provide two documents); and
4. Evidence of completion of a course in driver training; or
5. Evidence of a driving privilege issued in another state or country.

1. Legal/Lawful Presence or Status Evidence	2. Identity Verification	3. Social Security Number (SSN) or Proof of Ineligibility to Obtain SSN or Individual Tax Identification Number (ITIN)
<p style="text-align: center;"><b><u>Regular</u> Driver License, Learner Permit, Identification Card or Commercial Driver License (May be the same as the Identity Verification document)</b></p> <ul style="list-style-type: none"> <li>- Valid, unexpired U.S. passport or passport card which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certified copy of a birth certificate filed with the State Office of Vital Statistics or equivalent agency in the individual's state of birth which may provide evidence of both legal/lawful presence and identity;</li> <li>- Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, DS-1350, or FS-545 which may provide evidence of both legal/lawful presence and identity;</li> <li>- Valid, unexpired Permanent Resident Card, Form I-551, which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certificate of Naturalization issued by DHS, Form N-550 or Form N-570, which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS which may provide evidence of both legal/lawful presence and identity; or</li> <li>- Alternate documents may be accepted if approved by DHS and/or the Division Director or designee.</li> </ul> <p style="text-align: center;"><b><u>Limited Term</u> Driver License, Learner Permit, Identification Card, or Commercial Driver License (May be the same as the Identity Verification document)</b></p> <ul style="list-style-type: none"> <li>- Unexpired Employment Authorization Document (EAD) issued by DHS, Form I-766 or Form I-688B; verified by through the Systematic Alien Verification for Entitlements system (SAVE); or</li> <li>- Unexpired foreign passport with documentary evidence of the applicant's most recent admittance into the United States verified through SAVE;</li> <li>- A document issued by the U.S. Federal Government that provides proof of one of the statuses listed below verifying lawful entrance into the United States of America: <ul style="list-style-type: none"> <li>- Unexpired immigrant or nonimmigrant visa status for admission into the United States issued by the U.S. Federal Government;</li> <li>- Pending or approved application for asylum in the United States;</li> <li>- Admission into the United States as a refugee;</li> <li>- Pending or approved application for temporary protected status in the United States;</li> <li>- Approved deferred action status; or</li> <li>- Pending application for adjustment of status to legal permanent resident or conditional resident.</li> </ul> </li> </ul>	<p style="text-align: center;"><b><u>Regular</u> Driver License, Learner Permit, Identification Card or Commercial Driver License (May be the same as the Legal/Lawful Presence document)</b></p> <ul style="list-style-type: none"> <li>- Valid, unexpired U.S. passport or passport card which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certified copy of a birth certificate filed with the State Office of Vital Statistics or equivalent agency in the individual's state of birth which may provide evidence of both legal/lawful presence and identity;</li> <li>- Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, DS-1350, or FS-545 which may provide evidence of both legal/lawful presence and identity;</li> <li>- Valid, unexpired Permanent Resident Card, Form I-551, which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certificate of Naturalization issued by DHS, Form N-550 or Form N-570, which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS which may provide evidence of both legal/lawful presence and identity; or</li> <li>- Alternate documents may be accepted if approved by DHS and/or the Division Director or designee.</li> </ul> <p style="text-align: center;"><b><u>Limited Term</u> Driver License, Learner Permit, Identification Card, or Commercial Driver License (May be the same as the Legal/Lawful Presence document)</b></p> <ul style="list-style-type: none"> <li>- Unexpired Employment Authorization Document (EAD) issued by DHS, Form I-766, or Form I-688B verified by through the Systematic Alien Verification for Entitlements system (SAVE) which may provide evidence of both legal/lawful presence; or</li> <li>- Unexpired foreign passport with documentary evidence of the applicant's most recent admittance into the United States verified through SAVE which may provide evidence of both legal/lawful presence.</li> </ul> <p style="text-align: center;"><b><u>Driving Privilege</u> Card, Learner Permit</b></p> <ul style="list-style-type: none"> <li>- Foreign birth certificate including a certified translation if the birth certificate is not in English and one of the following: <ul style="list-style-type: none"> <li>Church records, court records, driver license, employee ID, insurance ID card, Matricular Consular Card (issued in Utah), Mexican Voter Registration card, school records, Utah DPC, other evidence considered acceptable by the Division Director or designee.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>3. Social Security Number (SSN) or Proof of Ineligibility to Obtain SSN or Individual Tax Identification Number (ITIN)</b></p> <ul style="list-style-type: none"> <li>- Social Security card issued by the U.S. government that has been signed and has not been laminated or,</li> <li>- If the Social Security card is not available, the applicant may present one of the following documents which contain the applicant's name and SSN: <ul style="list-style-type: none"> <li>- W-2 form;</li> <li>- SSA-1099 form;</li> <li>- Non SSA-1099 form;</li> <li>- Pay stub showing the applicant's name and SSN; or</li> <li>- Other documents approved by DHS or the Division Director or designee.</li> </ul> </li> <li>- Letter from the Social Security Administration indicating ineligibility to receive a Social Security Number</li> <li>- CDL applicants <b>must</b> present a social security card</li> </ul> <p><u>DPC only</u> Individual Tax Identification Number (ITIN) issued by the Internal Revenue Service (IRS); or Document or letter from the IRS verifying the ITIN</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <p><b>4. Utah Residency Verification</b></p> </div> <ul style="list-style-type: none"> <li>- Two documents which display the applicant's name and principle Utah residence address including: <ul style="list-style-type: none"> <li>- Bank statement (dated within 60 days);</li> <li>- Court documents;</li> <li>- Current mortgage or rental contract;</li> <li>- Major credit card bill (dated within 60 days)</li> <li>- Property tax notice (statement or receipt dated within one year);</li> <li>- School transcript (dated within 90 days)</li> <li>- Utility bill (billing date within 60 days), (cell phone bills will not be accepted);</li> <li>- Valid Utah vehicle registration or title;</li> </ul> </li> <li>- Other documents acceptable to the Division upon review, except that only one document printed from the internet may be accepted.</li> </ul>

# Renewing your Utah License or Identification Card on or after January 1, 2010?

You will need to provide the following documentation:



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Nannette Rolfe, Director

**To ensure your process is as smooth as possible, please remember the following:**

- ✓ Double check that you have all the correct documentation before visiting a Driver License office.
- ✓ Documents must be an original or a copy certified by the issuing agency.

- ✓ Faxed or photocopied documents will **NOT** be accepted.
- ✓ Any name or address variation from your current certificate must be accompanied by legal authorizing documentation identifying the updated information (marriage, divorce or court order).
- ✓ Documents are subject to departmental review and approval. Additional information may be required.

- ✓ In some cases, document approval may not occur in the same day and may require an additional visit.
- ✓ All documents provided to the Division will be imaged and stored in a secure database and will be returned to the applicant.

## Regular Driver License, Identification Card, or CDL

## Limited Term Driver License, Identification Card, or CDL

## Driving Privilege Card (DPC)

Present the following:

1. One legal/lawful presence document from column 1; and
2. One identity document from column 2 (may be same as legal/lawful presence document); and
3. Evidence of social security number (SSN) or proof of ineligibility to obtain a SSN from column 3; and
4. Evidence of Utah residency if the address is different from your current Utah certificate from column 4 (must provide two documents)

Present the following:

1. One legal/lawful presence document from column 1; and
2. One identity document from column 2; and
3. Evidence of social security number (SSN) or proof of ineligibility to obtain a SSN from column 3; and
4. Evidence of Utah residency if the address is different from your current Utah certificate from column 4 (must provide two documents)

Present the following:

1. Two identity documents from column 2 (one must be a foreign birth certificate including a certified translation if the birth certificate is not in English); and
2. Evidence of social security number (SSN) or evidence of an Individual Tax Identification Number (ITIN) from column 3; and
3. Evidence of Utah residency if the address is different from your current certificate from column 4 (must provide two documents)

**See reverse side for column information**

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1. Evidence of Legal/Lawful Presence or Status	2. Identity Verification	3. Social Security Number (SSN) or Proof of Ineligibility to Obtain SSN or Individual Tax Identification Number (ITIN)
<p><b><u>Regular</u> Driver License, Identification Card or Commercial Driver License</b> <b><i>(May be the same as the Identity Verification document)</i></b></p> <ul style="list-style-type: none"> <li>- Valid, unexpired U.S. passport or passport card which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certified copy of a birth certificate filed with the State Office of Vital Statistics or equivalent agency in the individual's state of birth which may provide evidence of both legal/lawful presence and identity;</li> <li>- Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, DS-1350, or FS-545 which may provide evidence of both legal/lawful presence and identity;</li> <li>- Valid, unexpired Permanent Resident Card, Form I-551, which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certificate of Naturalization issued by DHS, Form N-550 or Form N-570, which may provide evidence of both legal/lawful presence and identity;</li> <li>- Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS which may provide evidence of both legal/lawful presence and identity; 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