

## Applying for a Social Security Card

To obtain a new or replacement Social Security card or change the name on your card, you must complete Form SS-5, visit your local Social Security office or call 800-772-1213, or 800-325-0778(TTY).

If you live outside the United States, you must complete an Application for a Social Security Card (Form SS-5-FS)-Foreign Service. The form is available at [www.socialsecurity.gov](http://www.socialsecurity.gov).

- **New card** — To obtain a new card, documents that show age, citizenship or lawful alien status, and who you are (i.e., birth certificate and school record) are required.
- **Replacement card** — To obtain a replacement card, one identifying document is required.
- **Name change** — To change your name, documentation showing old name and new name is required.

Photocopies of identification documents and notarized copies are not accepted. Original documents or copies certified by the custodian of the record must be submitted. If you were born outside the United States, you also must show proof of U.S. citizenship or lawful alien status.

## Obtaining Other Documents

Following these guidelines can assist you in searching for and obtaining identification documents.

- Make your letters concise and to the point. DO NOT include more than one or two requests at a time.
- Do not write confusing details of your family lines.
- Provide complete information on why you need the documents. Include all names that may have been used, including nicknames, alternate spellings, etc. List dates and types of events as completely and accurately as possible. If you do not know the exact date, specify the span of years you wish searched and be prepared to pay for searches that span several years.
- Always provide a self-addressed stamped envelope.
- When requesting a birth certificate, include the following:
  - date of request
  - date and place of birth
  - father's name
  - full name of person
  - reason record is needed
  - mother's maiden name
  - relationship to party
  - requestor's name, address, driver's license number, state and signature

For other states' Departments of Vital Records and Secretaries of State, please visit:  
[WWW.CYBERDRIVEILLINOIS.COM](http://WWW.CYBERDRIVEILLINOIS.COM)

## Unacceptable Identification Documents

- X Bond Receipt or Bail/Bond Card
- X Business Card
- X Check Cashing Card
- X Club or Fraternal Membership Card
- X College or University ID Card
- X Commercially-produced (non-state or unofficial) ID Card
- X Fishing License
- X HFS (Healthcare and Family Services) Card
- X Handwritten ID or Employment Card
- X Hunting License
- X Instruction Permit/Receipt
- X Insurance Card
- X Library Card
- X Personal Mail
- X Temporary Driver's License
- X Traffic Citation (arrest ticket)
- X Video Club Membership Card
- X Wallet ID
- X Unlicensed Financial Institution Loan Papers



# Applying for an Illinois Driver's License or ID Card

**Jesse White**  
Secretary of State

[WWW.CYBERDRIVEILLINOIS.COM](http://WWW.CYBERDRIVEILLINOIS.COM)

# ACCEPTABLE IDENTIFICATION DOCUMENTS

**PHOTOCOPIES ARE NOT ACCEPTED**

**All acceptable documents presented for verification or proof must be valid (current and not expired). One document may satisfy more than one Group.**

Group A — Written Signature	Group B — Date of Birth	Group C — Social Security Number	Group D — Residency (2 Documents Required)
<ul style="list-style-type: none"> <li>• Cancelled Check (within 90 days prior to application)</li> <li>• CDTF Certification Form</li> <li>• Court Order</li> <li>• Credit Card/Debit Card (major brand)</li> <li>• Driver Education Certificate</li> <li>• Government Driver's License</li> <li>• Government ID Card (current)</li> <li>• Illinois Driver's License (current)</li> <li>• Illinois ID Card (current)</li> <li>• Medicare Card with suffix A, J, H, M or T</li> <li>• Military Service Record (DD214)</li> <li>• Mortgage or Installment Loan Documents</li> <li>• Out-of-State Driver's License/ID Card (current)</li> <li>• Passport (valid U.S. or foreign)</li> <li>• Social Security Card</li> <li>• U.S. Citizenship and Immigration Services (USCIS) Forms — I-551 (Alien Registration Card); I-766 (Employment Authorization Card); I-94 (Arrival/Departure Record) with Valid Passport</li> <li>• U.S. Military Driver's License/ID Card</li> </ul> <p><b>Acceptable major brand credit cards (for signature verification only) include American Express, Diners Club, Discover, Master Card and Visa.</b></p>	<ul style="list-style-type: none"> <li>• Adoption Records</li> <li>• Birth Certificate</li> <li>• Court Order (Change of birth date)</li> <li>• Certified Grade/High School/College/University Transcript</li> <li>• Illinois Driver's License (current)</li> <li>• Illinois ID Card (current)</li> <li>• Military Service Record (DD214)</li> <li>• Naturalization Certificate</li> <li>• Passport (valid with complete date of birth)</li> <li>• Social Security Award Letter (primary beneficiary only)</li> <li>• U.S. Citizenship and Immigration Services (USCIS) Forms — I-551 (Alien Registration Card); I-571 (Refugee Travel Document); I-766 (Employment Authorization Card); I-797A (Notice of Action Status Change); I-94 (Arrival/Departure Record) with Valid Passport</li> <li>• U.S. Military Driver's License/ID Card</li> <li>• U.S. Passport Card (valid with complete date of birth)</li> <li>• U.S. Visa</li> </ul> <p><b>Group B documents must contain the applicant's full name and complete date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.</b></p> <p><b>Birth Certificates must be original or certified by a Board of Health or Bureau of Vital Statistics within the U.S. or by the U.S. State Department, U.S. territories or Canada. A certified copy is a document produced by the issuing jurisdiction which has an embossed seal or an original stamped impression. Foreign passports and foreign birth certificates are accepted as proof if accompanied by any other item in Group B.</b></p>	<ul style="list-style-type: none"> <li>• Illinois Driver's License Record</li> <li>• Illinois ID Card Record</li> <li>• Military Service Record (DD214)</li> <li>• Social Security Award Letter (primary beneficiary only)</li> <li>• Social Security Card (issued by SSA)</li> <li>• U.S. Military Driver's License/ID Card</li> </ul> <p><b>Group C documents must contain the applicant's name and full Social Security Number. If using an Illinois driver's license or ID record, the Social Security Number must have been previously verified with the SSA.</b></p> <p><b>An applicant applying for a Temporary Visitor Driver's License is not required to present documents from Group C. Instead, the applicant must submit a letter on SSA letterhead with each application, issued within 90 days prior to the date of application, verifying ineligibility for a Social Security number.</b></p>	<ul style="list-style-type: none"> <li>• Affidavit — Certificate of Residency</li> <li>• Bank Statement (dated within 90 days prior to application)</li> <li>• Canceled Check (dated within 90 days prior to application)</li> <li>• Certified Grade/High School/College/University Transcript</li> <li>• Credit Report (issued by Experian, Equifax or TransUnion, dated within 12 months of application)</li> <li>• Deed/Title, Mortgage, Rental/Lease agreement</li> <li>• Insurance Policy (homeowner's or renter's)</li> <li>• Letter on Official School Letterhead (dated within 90 days prior to application)</li> <li>• Medical Claim or Statement of Benefits (from private insurance company or public (government) agency, dated within 90 days of application)</li> <li>• Official mail received from a State, County, City or Village or a Federal Government agency (must include first and last name of applicant and complete current address), may include — Homestead Exemption Receipt; Illinois FOID Card; Jury Duty Notice (issued within 90 days of application); Selective Service Card; Social Security Annual Statement; Social Security Disability Insurance Statement; Supplemental Security Income Benefits Statement; Voter Registration Card</li> <li>• Pay Stub or Electronic Deposit Receipt</li> <li>• Pension or Retirement Statement</li> <li>• Phone Book, produced by a phone book publisher</li> <li>• Report Card from Grade/High School or College/University</li> <li>• Tuition invoice/official mail from college or university, dated within the 12 months prior to application</li> <li>• Vehicle Registration Card</li> <li>• Utility Bill (electric, water, refuse, telephone land/cell, cable or gas, issued within 90 days of application)</li> </ul> <p><b>Group D documents must contain the applicant's full residence address. Documents in Groups A, B or C, that contain the full residence address also may be used for Group D.</b></p> <p><b>One document from Group D is required for applicants under the age of 5 applying for an identification card.</b></p> <p><b>Presenting a "Homeless Status Certification" for a no-fee Identification Card meets Group D requirements.</b></p>

**After review of all identification presented, Secretary of State management has the right to accept or refuse any document.**

## Unacceptable Documents

- Bond Receipt or Bail/Bond Card
- Business Card
- Check Cashing Card
- Club/Fraternal Membership Card
- College or University ID Card
- Commercially produced (non-State or unofficial) ID Card
- Fishing License
- HFS (Healthcare and Family Services) Card
- Handwritten ID/Employment Card
- Hunting License
- Instruction Permit/Receipt
- Insurance Card
- Library Card
- Personal Mail
- Temporary Driver's License
- Traffic Citation (Arrest Ticket)
- Video Club Membership Card
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- Unlicensed Financial Institution Loan Papers