

# HOW TO OBTAIN IMPORTANT DOCUMENTS:



Voter Registration  
Driver's License  
Non-Driver I.D.  
Social Security Card  
Birth Certificate  
Naturalization Card  
Passport

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This booklet gives information about applying for various forms of identification and other important documents. These documents are vital because they are frequently requirements for obtaining employment, housing and public assistance (welfare, food stamps, unemployment insurance, etc.).

Applying for and getting these documents can be a confusing and frustrating experience. Very often you need one piece of identification in order to get another. Also, each document is issued by a different office and has different requirements.

Each listing in this booklet gives information you will need to start the application process: where the issuing office is, what you need to bring, what specific requirements exist and how much it costs (if anything). Once you know this, you will have a better idea of which documents will be easiest to get. You will save yourself a lot of time if you go to the office prepared with all the necessary information and papers.

Please note that this booklet is not intended to be a complete listing of every possible application procedure and requirement. It is geared towards individuals who are over 18 years of age and U.S. citizens. People who do not fall into this category should check with the issuing agency for any special documentation you need or other requirements.

## VOTER REGISTRATION

### **Is there an application?**

Yes. It can be mailed to you, or you can get one at your local Board of Elections office.

### **Where you get it**

Call the Board of Elections (212) 886-3800 or League of Women Voters (212) 674-8484 for the office nearest you or for an application.

### **Is there a fee?**

No

### **Other requirements**

You must be:

- a U.S. citizen by birth or by naturalization
- 18 years old

## DRIVER'S LICENSE

### Is there an application?

Yes

### Where you get it

The Department of Motor Vehicles (DMV) office nearest you.

In New York City:

Manhattan: 141-155 Worth Street

Bronx: 696 East Fordham Road

Brooklyn: 481 Hudson Avenue

Queens: 168-46 91<sup>st</sup> Avenue (Jamaica)

30-56 Whetstone Expressway (Whetstone)

Staten Island: 141 East Service Road

Call (212) 645-5550 (DMV) for more information

### What is the fee?

The fee varies depending on the class of license you are applying for. Check with the DMV office.

### Other requirements

- eye test
- written test
- road test
- pre-licensing classroom training  
(see application for details)

### You must bring:

- One proof of date of birth and two proofs of identity

**Proof of date of birth**

- alien I.D. card (form 1-151, 1-551)
- Armed Services I.D. card
- birth certificate
- citizenship papers
- displaced person I.D. card
- insurance policies (in effect for more than 3 years)
- military discharge papers
- serviceman's dependent card
- vaccination certificate

**Proof of identity/address**

- alien I.D. card (form 1-551)
- Armed Services I.D. card
- canceled check with pre-printed name and address
- citizenship papers
- Dept. of Justice immigration card
- employment photo I.D. card
- insurance policies (in effect for more than 3 years)
- Medicare/Medicaid card
- military discharge papers
- passport
- rent receipt—showing applicant's name and address  
and signed by owner or manager
- unemployment insurance booklet
- rent/utility bill with name and address
- W-2 yearly income tax form

If you do not have any of the above, check with the Department of Motor Vehicles to see what other documents are acceptable.

## NON-DRIVER I.D. CARD

### Is there an application?

Yes

### Where you get it

Same as for driver's license

### What is the fee?

No more than \$8.00 - 4 years

No more than \$12.00 - 8 years

### You must bring:

See "Driver's License," pages 2-3

### Other Requirements

#### You must be:

- 18 years old
- a New York State resident

You cannot hold a driver's license and non-driver ID at the same time.

Note: There are separate forms for learner's permits, registration or title

You can pick these up at the Department of Motor Vehicles.

## SOCIAL SECURITY CARD

**Is there an application?**

Yes

**Where you get it**

The Social Security Administration (SSA) office nearest you.

**In New York City:**

Bronx: (718) 324-3441

Brooklyn: (718) 827-3858

Manhattan: (212) 264-5372

Queens: (718) 557-6075

Staten Island: (718) 982-9652

or toll free SSA Hotline: 1-800-772-1213

**Is there a fee?**

No

**You must bring:**

- 1 document as proof of age and citizenship
- 1 document as evidence of identity

**If you are a U.S. Citizen born in the U.S.:**

Bring one document from each list:

**List A. Evidence of age and citizenship**

public birth certificate

religious record showing age or date of birth

hospital record of birth

If your birth was never recorded or the public record no longer exists, submit documents from list B for evidence of age and citizenship. At least one document must show your name, age or date of birth, and your place of birth. It should be at least one year old.

List B. Evidence of identity (A birth record is not evidence of identity)

State identity card  
insurance policy  
driver's license  
school I.D. card  
vaccination certificate  
adoption record  
school record or report card  
church membership or confirmation record  
labor union or fraternal organization record  
marriage or divorce record  
work badge or building pass  
voter's registration card  
military record  
newspaper notice of birth  
welfare I.D. card  
daycare or nursery school record  
U.S. passport or alien I.D. card

If you are a U.S. citizen born outside the U.S.  
or not a U.S. citizen, check the application for other necessary documents

**Replacement or corrected card:**

Present at least 1 proof of identity from list B.

If you are foreign born (or U.S. born but no longer a citizen),  
you must bring evidence of your current U.S. citizenship or alien status.

## BIRTH CERTIFICATE

### Is there an application?

No

### Where you get it

Bureau of Vital Records  
Department of Health  
125 Worth Street, Room 133  
New York, NY 10013

Hours: Monday through Friday, 9:00 a.m. - 4:00 p.m.  
For more information, call: 212-788-4520

Outside of New York City, contact your local county clerk's office for more information.

### What is the procedure to apply?

Be prepared to give the following information:

- your full name
- date of birth
- mother's name/maiden name
- father's name
- name of hospital where you were born
- borough of birth
- why you need the certificate

If you do not have I.D., the certificate will be mailed. The bureau does not have certificates for babies under 3 months old.

### What is the fee?

\$15.00 + \$5.00 handling charge

### You must bring:

- driver's license or photo I.D.

## NATURALIZATION CARD

Is there an application?

Yes

Due to recent changes in the law, we urge all immigrants with a criminal record to contact an immigrant rights attorney or organization prior to filing an application with the Immigration and Naturalization Service. For more information in New York City, contact the Center for Immigrants' Families at (212) 531-3011.

**Failure to contact an attorney could result in deportation!**

For more information call:

Center for Immigrants' Rights  
(212) 531-3011

## PASSPORT

### Is there an application?

Yes

### Where you get it:

- New York Passport Agency  
376 Hudson Street  
New York, NY 10014  
(212) 206-3500 (call first for an appointment)

Hours: Monday through Friday  
7:30 a.m. - 3:00 p.m.

Applications can also be obtained at:

- Designated Post Offices
- County Courthouses

### What is the fee?

\$60.00 adults (16 years or over)

\$40.00 children (15 years or under)

### You must bring:

One from each of the following categories:

Pictures (2 identical pictures)

2" x 2"  
full face  
white or off-white background  
regular street clothing  
taken within the past 6 months

Proof of Citizenship

previous passport  
Certificate of Naturalization  
Certificate of Citizenship  
Birth Certificate issued by the  
Department of Vital Records

Personal Identification

driver's license  
employment I.D. with photo  
(must include physical description  
and signature)  
school I.D. with photo  
(must include physical description  
and signature)

Replacement

If - you have had a passport within the past 12 years  
and - you were over 16 years old when it was first issued

Go to Passport Agency and ask for form DSB82

The fee is \$40.00 and the passport is valid  
for 10 years.

**Note:** If the applicant is a child under 13 years of age, a parent must go  
along and the parent must have sufficient I.D.

Expect it to take three to four weeks to receive your passport.

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