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A publication of  
**THE LEGAL ACTION CENTER**

225 Varick Street  
New York, NY 10014  
Phone: (212) 243-1313  
Fax: (212) 675-0286  
Email: [lacinfo@lac.org](mailto:lacinfo@lac.org)

**LEGAL  
ACTION  
CENTER**

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## HOW TO OBTAIN IMPORTANT DOCUMENTS:



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

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## PASSPORT

### Is there an application?

Yes.

### How do you apply?

Call the New York Passport Agency at (877) 487-2778 to make an appointment. You can also download an application off the website at [www.travel.state.gov](http://www.travel.state.gov), (click on "Travel & Living Abroad".) You can also apply in person at any participating United States Postal Office. You can call the U.S. Postal Office at (800) 275-8777, to get the nearest location.

### Requirements:

#### **Proof of U.S. Citizenship:**

- Previous U.S. Passport
- Birth Certificate
- Certificate of Citizenship

#### **Proof of identity:**

- Current, valid driver's license or I.D. card
- Government I.D.
- Military I.D.

**Two, color passport photos 2"x2"** (identical pictures)

### Is there a Fee?

Yes. For age 16 and over: \$ 67. For under age 16: \$52.  
There is an additional \$30 execution fee regardless of age.

## **NATURALIZATION CARD**

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

Yes.

### **How do you apply?**

To apply for a Naturalization card you can obtain the N-400 application on line at [www.immigration.gov](http://www.immigration.gov), (click on “Forms and Fees”), or order the form by calling (800) 870-3676.

or

Call the Center for Immigrants’ Rights (212) 531-3011.

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

Yes. There is a \$ 330 filing fee and a \$70 biometrics (fingerprinting) fee.

**We urge all  
immigrants with a criminal record to  
contact an immigrant rights attorney  
or organization prior to filling 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!**

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## **NON-NYC BIRTH CERTIFICATE**

If you were born in New York State outside of New York City:

### **Information required:**

Application must be submitted with copies of EITHER

One (1) of the following forms of valid photo-ID:

- Driver license
- Non-driver license
- Passport
- Employment ID

### **OR**

Two (2) of the following showing the applicant's name and address.

- Utility or telephone bills.
- Letter from a government agency dated within the last six (6) months.

The fee is \$30 per birth certificate copy. Internet, telephone and fax orders require a major credit card. There is an additional \$45 vendor processing charge. Payment of mail order copies may be made by check or money order payable to the New York State Department of Health.

You can obtain more information by going online:  
[www.health.state.ny.us/home](http://www.health.state.ny.us/home).

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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 each agency for any special documentation you need or other requirements.

## **NYC BIRTH CERTIFICATE**

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

Yes.

### **Where can you get your certificate?**

If you were born in New York City, you can apply via the Internet or download the application at: [www.nyc.gov](http://www.nyc.gov) (go to “Quick links” and click on “get a birth certificate”), or apply by mail:

Office of Vital Records  
125 Worth Street, Box 4, Room 133  
New York, NY 10013  
(212) 788-4520

### **Information required:**

- Full name as listed on the birth certificate
- Sex (male or female)
- Date of birth
- Mother’s maiden name (name prior to first marriage)
- Father’s full name (if available)
- Hospital or street where birth occurred and the borough of New York City

### **What is the fee?**

Yes. The cost is \$30 per birth certificate.

## **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 do you get it?**

Call the Board of Elections to obtain an application (toll free (866) 868-3692 or download the application from its website at: [www.elections.state.ny.us](http://www.elections.state.ny.us) If you are in the City you can also call your Borough office at the numbers below:

|   |   |
|---|---|
| <b><u>Manhattan</u></b><br>(212) 886-3800 | <b><u>Bronx</u></b><br>(718) 299-9017         |
| <b><u>Brooklyn</u></b><br>(718) 392-8989  | <b><u>Staten Island</u></b><br>(718) 876 0079 |
| <b><u>Queens</u></b><br>(718) 392-8989    |   |

### **Requirements:**

- Be a citizen of the United States (includes those persons born in Puerto Rico, Guam and the U.S. Virgin Islands).
- (If you are in the City) Be a New York City resident for at least 30 days.
- Be 18 years old before the next election.

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

No.

## DRIVER'S LICENSE

### Is there an application?

Yes.

### Where do you get it?

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

**In the New York City: 212-645-5550 or 718-966-6155.**  
From all other area codes in New York State: **1-800-CALL-DMV** (800-225-5368) or go to the website [www.nydmv.state.ny.us](http://www.nydmv.state.ny.us).

### What is the fee?

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

### Information Required

- Complete application (form MV-44)
- Eye test
- Written Test
- Driver education course
- Road Test

**With the increase in requirements for public security, the DMV frequently updates the list of acceptable proofs of identity and date of birth. Make sure that you have the proofs required before you apply for any DMV documents.**

(Originals only, no photo copies)

## SOCIAL SECURITY CARD

### Is there an application?

Yes.

### Where do you get it?

Go to the Social Security Administration's website to download their application (called the SS-5 form) at: [www.ssa.gov](http://www.ssa.gov) or call their toll free number at 1-800-772-1213, or you can visit your local Social Security office.

### ***There is no fee for the application.***

You will need to bring at least two documents as evidence of your age, identity and U.S. citizenship. Tell them what documents you have. That way you won't have to make a second trip. Here are some examples of documents SSA may need:

- Birth certificate
- Passport or evidence of your lawful alien status if you were born outside the U.S.
- Adoption record
- Driver's license
- Marriage or divorce record
- Military records
- Employer I.D. card
- Adoption record
- Life insurance policy
- Passport
- Health insurance (not a Medicare card)
- School I.D. card

If you need to replace your card or change your number, call the toll free number above for more information.

## **NON-DRIVER I.D. CARD**

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

Yes.

### **Where do you get it?**

The same as for a driver's license.

### **What is the Fee?**

4-year - \$10

8-year - \$14

If you are 62 years or older or are on SSI: \$6.50

### **How to Apply**

The process is the same as for the driver's license.

### **Requirements**

A non-driver I.D. card is available to any person, regardless of age, who can provide acceptable proof of name and date of birth. The proof requirements are the same as for the driver's license.

## **DRIVER'S LICENSE**

Here is a small sample of the various documents that the DMV accepts as Proofs of Identity and Date of Birth. The documents have different values or "points" that generally must add up to 6 points. Make sure to check the website or your DMV for the most current requirements.

- Driver license, a learner permit, or a non-driver photo ID card issued by NYS.
- DMV form MV-45 (Statement of Identity), if the applicant is under the age of 21.
- US passport that is current or expired less than two years.
- Certificate of Citizenship (N-560, N-561, or N-645).
- Certificate of Naturalization (N-550, N-570 or N-578).
- Foreign passport with a valid I-551 stamp
- Permanent Resident Card
- US Military Photo ID Card (issued to military personnel only).
- Welfare card, a Medicaid card, or a NYS Food Stamp Card with a photo.
- Professional license issued by NYS.
- Photo driver license issued by another state,
- US Social Security card that shows your signature.
- NYS title certificate.
- Welfare card, a Medicaid card, or a NYS Food Stamp Card without a photo.
- US marriage document, a US divorce document, or a court-issued name change document.
- NYS interim driver license
- US high school ID card and a report card.
- Computer-printed pay stub or employee ID card that shows your name.
- High school diploma or General Education Diploma
- Health insurance card
- Certificate of Birth Registration issued by the Department of Health of NYS or NYC.