



## MICHIGAN SECRETARY OF STATE **PREPARING FOR YOUR MOBILE OFFICE VISIT**

State and federal law require that Michigan residents present specific documents to validate their eligibility to be issued a driver's license, state ID, permit, vehicle registration, or other official driver or vehicle document. The following document offers guidance on how to obtain these documents ahead of a transaction.

### **Document requirements for a first-time license or ID**

Please see SOS-428: Applying for a license or ID for a complete list of document requirements and examples of accepted documents.

- Proof of legal presence (1 document)
  - Government-issued birth certificate with raised stamp or seal
  - Valid, unexpired U.S. passport
  - Valid, unexpired permanent resident card (Green Card) or citizenship document
  - Valid, unexpired foreign passport with U.S. visa and evidence of entry (I-94 stamp or print-out)

*To order a copy of your birth certificate, visit [Michigan.gov/VitalRecords](https://Michigan.gov/VitalRecords).*

- Proof of Social Security number (1 document)
  - Social Security card
  - W-2
  - Pay stub
  - School records with full name and Social Security number
  - SSA 1099 or non-SSA 1099 form
  - SSA- L676 letter of ineligibility (issued within the last year)

*Official documents with your full name and Social Security number may be reviewed and accepted on a case-by-case basis. To replace your Social Security card, visit [SSA.gov/MyAccount/Replacement-Card](https://SSA.gov/MyAccount/Replacement-Card).*

- Proof of identity (1 document)
  - Valid, unexpired U.S. passport or passport card
  - Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Cards expired less than four years are accepted)
  - Employee photo ID issued by a federal or Michigan government agency
  - U.S. military ID with photo (DD-2, DD-1173 or CAC card) or U.S. military discharge or separation documents (such as a DD-214)
  - Photo ID from a federally recognized Native American tribe
  - Michigan Department of Corrections (MDOC) prisoner ID.
  - Documents, including immigration documents with or without an entry stamp, (such as I-94 Arrival/Departure form, U.S. State Department bio-data form and court-ordered supervision documents)
  - Michigan driver education certificate (only accepted for minors)
  - U.S. school records (photo ID, transcripts, diplomas, yearbooks or attendance records)

- Proof of Social Security number (1 document)
  - Utility bill or credit card bill issued within the last 90 days (Electronic copies are accepted)
  - Account statement from a bank or other financial institution issued within the last 90 days (Electronic copies are accepted)
  - Michigan high school, college or university report cards or transcripts
  - Mortgage, lease or rental agreement (Lease and rental agreements must include landlord's telephone number)
  - Pay stub or earnings statement issued with the name and address of the employee
  - Life, health, auto or home insurance policy
  - Federal, state or local government documents, such as receipts, licenses or assessments
  - Michigan title and registration (Registration must show current residential address)

*Other documents containing your name and address may be reviewed and approved on a case-by-case basis.*

- Name change documents: If you have changed your legal name from what appears on your birth certificate at any point, you must provide official legal documentation outlining when the name change occurred, and what your name was changed from and to.
  - Marriage license issued in U.S.
  - Divorce decree issued in U.S.
  - Court ordered name change
  - Government-issued adoption records

### **Alternate documents for driver licenses and IDs**

If a member of your community does not have sufficient documents to meet the four ID requirements, they may submit alternative documents for review and possible approval.

Under state law, residents experiencing homelessness can also submit their HMIS ID and profile sheet with their Social Security number and proof of legal presence document for a free state ID. Residents who have experienced incarceration can provide their MDOC ID and Basic Information Chart (BIC) with their Social Security number for proof of identity and proof of Social Security requirements.

To request a document exception, please contact the Mobile Office Coordinator, Kelly Davis, at [DavisK7@Michigan.gov](mailto:DavisK7@Michigan.gov). Requests must be placed at least two days prior to the scheduled Mobile Office visit and should include:

- The individual's full name (first and last)
- Their contact information
- The transaction they need to complete
- The document they *don't* have
- Any documents they *do* have