Step 1 - Prove Your Identity (one document)
The following documents MUST be original, valid, unexpired, and non-laminated.

- U.S. passport or U.S. passport card
- U.S. certified birth certificate from Vital Statistics and additional government-issued photo ID (Not accepted: plastic or credit card-style birth certificates, birth records, registration of birth or hospital-issued certificates.)
- Consular Report of Birth Abroad (Form FS-240, DS-1350 or FS-545) and government-issued photo ID
- Certificate of Naturalization (Form N-550, N-570 or N-578)
- Certificate of Citizenship (Form N-560, N-561 or N-645)
- Permanent Resident Card (Form I-551)
- Employment Authorization Document (EAD), Form I-766 or I-688B and a foreign passport. If a passport is unavailable, the customer needs to call ITD to discuss an exception process.
- Foreign passport and I-94, I-20, DS-2019 or EAD card.

Step 2 - Check Your Name
Is your current full legal name on your driver’s license or identification (ID) card?
Does your name match your identity document (Step 1)?

If YES, skip to Step 3. If NO, continue with Step 2 and provide all appropriate documents.

Applicants who have changed or established a new name through marriage, adoption, court order, or other mechanisms are required to provide all documentation linking all name changes made since birth.

- Accepted documents include recorded or certified marriage license(s), divorce decree(s) or court directed name change(s).
- Photocopies are not accepted. A certified marriage license proves that the marriage has been recorded by the issuing agency/office and is dated after the ceremony date. In most cases, if your marriage license has original inked signatures and it was given to you directly after the ceremony by the officiant that married you, it is not a recorded and certified document. Contact the agency/office that issued the license for the required recorded or certified document.

- U.S. certified birth certificate from Vital Statistics (see Step 1 for criteria)
- Certified and recorded marriage certificate(s) from Vital Statistics or county recorder/clerk
- Court order under petition for name change (stamped with court seal)
- Court order for name change in divorce decree or decree of annulment (stamped with court seal)
- Court order for name change in a decree of adoption (stamped with court seal)

Steps 1 & 2: Lawful Identity, Age, and Name Change Document Resources Guide

National Center for Health Statistics – For a link to each state/territory to obtain an original or certified copy of a birth record: www.cdc.gov/nchs/w2w/index.htm

Idaho Vital Records – For an original or certified copy of a birth, marriage, or divorce record; phone (208) 334-5980, website: https://healthandwelfare.idaho.gov/Health/VitalRecordsandHealthStatistics/tabid/1504/Default.aspx

Marriage and Divorce – For an original or certified copy of a marriage license or divorce decree, contact the county clerk or recorder’s office in the county where the marriage license or divorce decree was issued. Cost will vary.
Step 3 - Verify Your Social Security Number (one document)

**Option 1**
- Social Security card with your current legal name (original and non-laminated only)

**Option 2**
If your Social Security card is unavailable, ensure your current full legal name will verify with the Social Security Administration (SSA). Visit the SSA first to change your name (if necessary) and allow 48 hours for all systems to update.

If you don’t have your Social Security card, one of the following documents is acceptable. Documents must be originals or printed e-documents, and MUST include your current full legal name and full Social Security Number (SSN). Faxes are not accepted.

- W-2 Form
- Social Security Administration Form 1099
- Non-Social Security Administration Form 1099
- Pay stub or statement with your name and FULL Social Security Number (SSN)

Step 4 - Proof of Idaho Residency (two documents)

The following documents must:
- be in your current legal name,
- be dated within one year,
- match the name on the documents proving your identity and Social Security card,
- provide proof of your current physical address (P.O. Box not accepted), and
- be originals or printed e-documents. Faxes are not accepted.

- Lease/rental agreement, mortgage or deed
- Account statement from one or two different public utilities. Must show service address of residency and customer’s name; ¾ statement page accepted. *Cell phone bills are not accepted.*
- Account statement from bank or financial institution
- Tax document Form W-2 or Form-1099 (may be the same document used in Step 3 above if dated within current year)
- Medical or insurance provider statement, invoice, or explanation of benefits
- Pay stub or employment verification (must list the customer's legal name)
- Idaho school enrollment records with current address or VOC for current school year and current address (college ID not accepted)
- Motel, hotel, campground or RV park receipt on letterhead that indicates 30 days or more of residency
- Military Leave and Earning Statement (LES) to evidence Idaho residency of applicant deployed outside of Idaho while on active duty
- Relief agency or shelter certification
- Residency affidavit (must be signed by adult over 18)
- Court documents (original or non-altered, and must have current address on the document for proof of Idaho residency)
- Record of property taxes assessed or paid (receipt date within one year)
- A vehicle, homeowner’s, or renter’s liability card, binder, or bill issued by an Idaho-based carrier (must be valid and unexpired, must have current residential address, and can be original paper, print, or photocopy of e-document)

For information about how to change or correct your name on your Social Security card, visit the SSA website: https://faq.ssa.gov/en-US/Topic/article/KA-01981

For questions about your Social Security Number, SSA-1099 or SSA-1042S, or Social Security Benefit Statement, call the SSA at 1-800-772-1213, visit the website: https://www.ssa.gov/ or your local SSA office.