

# Document Checklist for Star Card – Idaho's REAL ID



Or use the online document checklist: <https://ITD.Idaho.Gov/StarCard/>

Para ver la Lista en Español: [https://itd.idaho.gov/StarCard/files/StarCard\\_Checklist\\_spanish.pdf](https://itd.idaho.gov/StarCard/files/StarCard_Checklist_spanish.pdf)

**ALL NEW APPLICANTS ARE REQUIRED TO PRESENT PROOF OF LAWFUL PRESENCE, AN ACCEPTABLE PHOTO IDENTITY DOCUMENT, TWO PROOFS OF IDAHO RESIDENCY, AND PROVIDE AN SSN THAT VERIFIES WITH THE SOCIAL SECURITY ADMINISTRATION.**

An applicant is considered new if they have never been issued an Idaho credential, they are surrendering a credential from another jurisdiction to obtain an Idaho credential, or their Idaho credential has been expired for 25 months or more. If a certified original copy of a U.S. birth certificate is unobtainable, we may accept a passport or other government issued document that provides satisfactory evidence of a person's full legal name, date of birth, and lawful presence.

## Step 1 - Prove Your Identity (One Document)

**The following documents MUST be original, valid, and unexpired.**

**Note:** If any of the referenced documents were used to support a previous license or ID issuance, and ITD retained imaged copies of these documents, you will not need to submit the document again when applying for a Star Card. (This only applies to documents that do not have an expiration date)

- US Certified Birth Certificate from Vital Statistics **and** additional government-issued photo ID (plastic or credit-card style birth certificates, birth records, registrations of birth, and hospital-issued certificates are not accepted)
- US Passport or US Passport Card
- 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)
- 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 from step 1?

If YES, skip to Step 3

If NO, continue with Step 2 and provide the appropriate documents

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

- Accepted documents include recorded or certified marriage license(s), divorce decree(s), and court directed name change(s).
- Photocopies are not accepted. A certified marriage license proves that the marriage has been recorded by the issuing agency or 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 or office that issued the license for the required recorded or certified document.

US Certified Birth Certificate (see Step 1 for criteria)

Court order under petition for name change (stamped with court seal)

Certified and recorded marriage certificate(s) from Vital Statistics or county

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 and 2: Lawful Identity, Age, and Name Change

**National Center for Health Statistics** – For a link to obtain an original or certified copy of a birth record for each state/territory, visit [www.CDC.gov/nchs/w2w/index.htm](http://www.CDC.gov/nchs/w2w/index.htm)

**Idaho Vital Records** – For an original or certified copy of a birth, marriage, or divorce record, call (208) 334-5980, or visit <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

Federal requirements stipulate that your social security number must be provided for verification. You may present a physical Social Security card, or if you know your social security number, you can provide it without the card.

The social security number you provide will need to be verified by the Social Security Online Verification (SSOLV) Service. Your full legal name will need to be verified with the Social Security Administration (SSA). Check with the SSA first to change your name (if necessary) and allow 48 hours for all systems to update.

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

## 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 your identity documents**
- **Provide proof of your current physical address (PO Boxes are not accepted)**
- **Be originals or printed e-documents (Faxes are not accepted)**
- **Must be from different sources**

Lease, rental agreement, mortgage, or deed (signed and dated)

Account statement from one or two different public utilities. Must show service address of residency and customer's name;  $\frac{3}{4}$  statement page accepted. Cell phone bills are not accepted

Account statement from a bank or financial institution

Tax Form W-2 or Form-1099 (may be the same document used in Step 3 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 verification of compliance for the current school year and your current address (college IDs are not accepted)

Motel, hotel, campground, or RV park receipt, on letterhead, indicating at least 30 days of residency

Military Leave and Earning Statement (LES) demonstrating Idaho residency of an applicant deployed outside of Idaho while on active duty

Relief agency or shelter certification

Residency affidavit signed by an adult over 18

Court documents (original or non-altered, with your current address listed somewhere on the document)

Record of property tax 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)