HOW TO GET A COLORADO STATE IDENTIFICATION CARD

2010

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What four elements must one prove to be eligible for a state ID?
Identity, Age, Name, Lawful Presence.

How do you find out the requirements to qualify for a state ID?
Check the Colorado Department of Revenue (DOR) website, www.revenue.state.co.us, and review the Matrix of Identification Requirements. Also review the DOR rules, 1 CCR 204-13.

What is the process for obtaining a state ID?
Applicants must appear in person at a Department of Motor Vehicle (DMV) office and complete an application. Individuals who meet the ID requirements shall have their fee collected (unless waived), picture taken, and they shall be issued a temporary ID. The ID itself will be mailed in about 10 days. Individuals 60 and older and individuals referred by Human Services are entitled to waiver of the $10.50 ID fee.

Can you replace a lost state ID if you have NO supporting documents?
Sometimes. If your ID was issued in the past 10 years, and your fingerprints and photo match those on the DMV computer file, a replacement ID can be issued without any other documents. Try it!

The Matrix

What is the Matrix of Identification Requirements?
The matrix is a chart prepared by DOR that lists both the Stand Alone Documents and the two separate types of documents that can immediately qualify one for a state ID. Be sure to check the referenced footnotes for all needed information. Generally the DMV office hands out copies of the matrix to all applicants.

What are some "Stand Alone" Documents?
Colorado ID or driver's license expired less than 10 years with image on file, U.S. Passport expired less than 10 years, valid military ID, certificates of naturalization or citizenship, Valid I-551. (Check footnotes for limitations and qualifications.)

If you do not have a stand alone document, how else can you qualify?
You must provide a combination of documents that prove the four elements.

What are some "Lawful Presence" Documents?
U.S. birth certificate, Social Security card verified by SSOLV, Certificate of Citizenship , U.S. adoption order.

What are examples of Name, Age and Identity Documents?
Colorado License or Driver's License expired less than 10 years with no image on file, out of state DL, VA card, Department of Corrections (DOC) card.

What if you do not qualify for an ID based upon the Matrix?
DMV may advise applicants to try to obtain additional documents and try again. DMV should issue denied individuals a Notice of Incomplete Application (NIA) and information about how to request Exception Processing.

Exception Processing

What is Exception Processing (EP)?
EP is a means of qualifying for a state ID card by providing additional supporting documents other than those listed on the matrix, and by having those documents reviewed by a DMV investigator. DMV policy (but not rules) requires that an applicant first obtain a Notice of Incomplete Application (NIA) before requesting EP.

Where is the EP decision made?
Only in the Lakewood DMV office. If you want an in-person determination, call the EP appointment line, 303-205-5144 [check] to schedule an EP appointment. Individuals who cannot come to Lakewood must utilize remote processing, and have their documents copied by the local DMV and sent to a Lakewood investigator for a later determination.

What sort of documents can be provided at EP?
A complete list of document suggestions are found in the DMV rules, 1 CCR 204-13, Rule 5.0. The suggestions include tax returns; life, health or insurance records; tribal documents; discharge forms from the military; court documents; religious records, early school records, and authorized affidavits. All documents must be "verifiable" by DMV.

What if you are denied an ID at Exception Processing?
Individuals may receive a Notice of Denial, and within 30 days may request a hearing at DMV. Individuals can represent themselves or appear with an attorney. Another option is to reapply for an ID with additional documents.

Problem Areas and IDs

Birth Certificates
It is very difficult to obtain a state ID without a state certified copy of a birth certificate. Some individuals may need to request a delayed or amended birth certificate before qualifying. Some states refuse to issue a birth certificate unless you can provide a state ID.

Matching Names
An applicant's "full legal name" as it appears on the applicant's birth certificate generally must match the other supporting documents, unless the name has been changed by court

order, marriage, divorce, or adoption. (Matrix, footnote 1). Many individuals have not used their full legal name, have not used their middle name, use a nickname, etc.

Matching Social Security Records
DMV will cross-reference its records with Social Security's and there must be an exact match in the name and number; and if there is not an exact match, the application will likely be rejected.

Legal Name Change
Frequently DMV staff advises individuals to obtain a legal name change, whether one is needed or not. This is a costly ($200) and time-consuming (3-5 months) process. Under Colorado law, convicted felons may not legally change their names.

Children under Age 21
Generally, a child must provide a Parental Affidavit as well as a birth certificate to get an ID or driver's license. According to Department of Revenue's (DOR) interpretation of rule 2.3.2.6, a parent him/herself must show proof of lawful presence in order to sign a parental affidavit for their child. If parent cannot prove lawful presence, the child must go through EP with other documents such as school or medical records.

Failure to accommodate certain individuals
People with disabilities must come in person to the DMV office and wait in line to be served, regardless of their age of physical or mental condition. Non-English speakers must bring their own interpreter to the DMV office. Notices, rules, instructions and forms are only available in English. (The written driver's license exam is available in Spanish.)

IDENTIFICATION REQUIREMENTS

To be issued a Colorado Driver's License or Identification Card, you must prove the following elements: your full legal name, identity, age and lawful presence in the United States. The chart below shows the documents that you may use to prove each of these elements. In some cases, a single document may prove all four elements. However, it may be necessary for some applicants to provide multiple documents in order to prove all the required elements. All documents presented must be certified originals or certified amended originals or true copies certified by the issuing agency.

If you can not prove each of the required elements with the documents set forth in the chart below, then you may request to go through "Exceptions Processing" in order to prove the required elements with additional/alternative documents.

All applicants will need <u>one</u> document to prove their residential address. A parent's proof of address indicated on license is acceptable for a minor child. See back page for list of acceptable address documents.

Document	Elements			
Stand Alone Documents	**Identity**	**Age**	**Name[1]**	**Lawful Presence**
CO license (expired less than 10 yrs, image on file)	X	X	X	X
CO ID card (expired less than 10 yrs, image on file)	X	X	X	X[2]
US passport (expired less than 10 yrs)	X	X	X[3]	X
Out of State DL/ID from LP state (expired less than 1 yr)	X	X	X[3]	X[4]
Foreign passport w/ photo, US Visa, I-94	X	X	X	X[8]
Valid Military ID/Common Access Card	X	X	X[3]	X
Cert. of Naturalization w/ photo less than 20 yrs old	X[5]	X	X	X
Cert. of Citizenship w/ photo less than 20 yrs old	X	X[6]	X	X
Valid I-551	X	X	X	X
Valid EAD/Temporary Resident	X	X	X	X
Refugee/Asylee I-94 w/ photo less than 20 yrs old	X	X	X	X[8]
OR				
You must provide any combination of documents that prove identity, age, name and lawful presence in the United States				
Lawful Presence Documents	**Identity**	**Age**	**Name[1]**	**Lawful Presence**
Social Security card verified by SSOLV				X
U.S. Birth certificate		X	X	X
Cert. of Citizenship from the Department of Interior		X[6]		X
U.S. Adoption Order w/ birth information		X		X
Asylee/refugee I-94, no photo		X		X
Name, Age, and Identity Documents				
CO license (expired less than 10 yrs, no image on file)	X	X	X	
CO ID card (expired less than 10 yrs, no image on file)	X	X	X	
Out of State DL/ID (expired less than 10 yrs)	X	X	X[3]	
BIA ID Card w/ photo less than 20 yrs old	X	X[10]	X	
Military ID/CAC (expired less than 10 yrs)	X	X	X[3]	
VA Card w/ photo	X	X[10]	X	
Parent/Guardian affidavit if under 21	X[7]			
US school record less than 12 months old		X		
Colorado Dept. of Corrections or Federal Bureau of Prisons ID card	X[9]			

See reverse side for footnotes disclaimer and additional document list for address requirement.

[1] The applicant's full legal name is the name on the applicant's birth certificate, unless it has been changed by court order, marriage, divorce, or adoption. A marriage certificate, divorce decree, separation decree, or name change order issued by a state or federal court or government may be used to prove a name change. All non-court-ordered name changes will require completion of Form DR 2203, Affidavit of Name Change for a Colorado Driver's License or ID Card.

[2] Applicants presenting a Colorado ID card with an issue date of 06/01/97 up to 07/01/98 must also present a document establishing lawful presence.

[3] Applicants who present U.S. passports, out of state driver's licenses and ID cards or Military IDs/Common Access Cards that do not contain the applicant's full name will be required to present an additional document (other than the US school record or CO Dept. of Corrections/Federal Bureau of Prisons ID) that prove the applicant's full legal name.

[4] **LP** = All states are lawful presence (LP) states including the District of Columbia with the exception of: Hawaii, Illinois, Maryland, Nebraska, New Mexico, Utah, and Washington. If on the face of the license or ID card presented it says that it is an Enhanced driver's license or ID card, then it is to be accepted as a lawful presence document.

[5] Certificates of Naturalization or Citizenship, with photos over 20 years old, require an additional identity document.

[6] Only if the Certificates of Citizenship from the Department of Interior shows the applicant's date of birth.

[7] A parent/guardian providing an affidavit for a minor under 21 must also present an identity document from the list on the front of this form and proof that they are the parent or legal guardian of the minor.

[8] Customers presenting a valid foreign passport with US visa and I-94 or valid Processed For I-551 stamp may be required to present documentation establishing a Colorado connection. Status F, J, H, and M, require verification of a Colorado connection through the sponsoring entity and original letter, by the Colorado employer, of Colorado employment or verification of education through the valid DS-2019 or I-20AB. Applicants with a B1, B2, WT, WB, CP or NC status are not eligible for a Colorado Driver's License or ID Card.

[9] An identity document issued by the Colorado Department of Corrections, or the Federal Bureau of Prisons, is acceptable provided the first and last name and date of birth match the first and last name and date of birth on the document presented as proof of lawful presence.

[10] If there is a date of birth on this document then it may be used to verify age.

Applicant can provide one of the following documents (each must contain your current address):	
• Utility bill	• Mortgage document
• Credit card statement	• Tax document
• Pay stub or earnings statement	• Homeowners/renter's insurance policy
• Rent receipt	• Vehicle registration
• Phone bill	• Other items with their address can be reviewed by Driver's License personnel
• Transcript or report card from an accredited school	
• Bank statement	

Per 1 CCR 204-13, 2.3.3.2, birth certificates must be issued by the United States, including any agency or department thereof, the District of Columbia, any state, county parish or borough, and which has been certified by the issuing agency.

This document is created solely to assist applicants in understanding the identification rules for obtaining a Colorado driver's license or identification card. This document does not supersede, alter or amend the rules promulgated by the Department of Revenue; those rules contain the complete requirements and are available on the Department's web site at http://www.colorado.gov/revenue.