

LIST A**Documents that Establish both
identity and Employment Eligibility**

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)
3. Certificate of Naturalization (Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached expired employment authorization
5. Permanent Resident Card or Alien Registration Receipt card with photograph (form I-151 or I-551)
6. Unexpired Temporary Resident Card (form I-688)
7. Unexpired Employment Authorization Card (form I-688a)
8. Unexpired Reentry Permit (form I-327)
9. Unexpired Refugee Travel Document (form I-571)
10. Unexpired Employment authorization Document issued by DHS that contains a photograph (form I-688b)

LIST B**Documents that Establish Identity**

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

LIST C**Documents that Establish
Employment Eligibility**

1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Dept. of State (form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state county, municipal authority or outlying possession of the United State bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (form I-197)
6. ID Card for use of Resident Citizen in the United States (form I-179)
7. Unexpired employment authorization document issued by DHS (other than those listed under List A)

SESSION I: Identification

This is an Open Access Group. Meetings and topics are subject to change based on the week. You have the opportunity to attend each group as you see fit. If you desire to attend and complete all 6 sessions a Next Step Voucher will be given to you with several incentives of your choice.

Obtaining a Connecticut License for the First Time (18 Years of Age or Older)

A person 18 years of age or older can practice driving without a learner permit as long as their privilege to drive hasn't been suspended or revoked in any state. The person must be under the instruction of a commercial driving school instructor, secondary school instructor or a person 20 years of age or older who has held a license, which has not been suspended, for four or more consecutive years prior to training.

Obtaining a Driver's License (18 Years of Age and Older)

It is recommended that you study the Connecticut Driver's Manual and read the **Guide to Passing Your Driving** Test (Z-17) prior to taking the test.

In an effort to accommodate our customers' needs, we are pleased to offer an improved process of driver testing. The following DMV offices are now conducting knowledge testing for operator licensing on a walk-in basis: Bridgeport, Danbury, Enfield, Hamden, New Britain, Norwalk, Norwich, Old Saybrook, Waterbury, Wethersfield, and Winsted. Effective November 18, 2009, there will be new walk-in testing hours.

Please note: The on-the-road test is not administered the same day as the knowledge test. After you pass your knowledge test, you must schedule an appointment for the on-the road portion of the test.

Based on heavier customer volume on some days and hours, longer waiting times may be experienced. We ask for your patience, and in some cases, may need to ask you to come back on another day for testing. Effective November 18, 2009, there will be new walk-in testing hours.

Note: Walk-in testing will close at **11 a.m.** on days that the offices close early. Please see Holiday Closing Schedule for the complete list of office closings.

You must be prepared with all necessary documents before vision and knowledge testing will be given. When you arrive at DMV your first stop will be at the information desk where you will be instructed to enter your information into the kiosk to start the licensing process and receive a receipt. You will then be directed to the testing area. To begin testing you will need to present your kiosk receipt and the following:

1. **Identification:** You must present your certified Birth Certificate (hospital issued certificates are not acceptable) or valid Passport, in addition to one form of identification from list of acceptable forms of identification. **Photocopies of documents are not acceptable.** Note: If you have been issued a Connecticut Identification Card (ID), it **must** be surrendered when the driver license is issued.

Note: If you are not a citizen of the United States, you will be required to show proof of your legal status in this country.

- Holders of a B1 or B2 Visitor's Visa are not eligible for a driver license or identification card unless a valid USCIS Employment Authorization Card and verification of an application pending for Lawful Permanent Residence is provided.
- Foreign students with an F1 Visa status must show USCIS document I-20 and verification of current enrollment in a Connecticut school.
- J1 Visa holders are required to show USCIS document DS2019.
- H1B Visa holders are required to show a valid USCIS Employment Authorization Card and an employee verification letter from a Connecticut employer.
- All applicants will be verified through USCIS for legal status before a driver license or identification card will be issued.

2. **Verification of your Connecticut Resident Address (P.O. Box is not acceptable):**

Verification may be in the form of a utility bill, mortgage document, lease or rental agreement, or postmarked mail dated within 90 days such as magazines, letters, etc.

3. **Driver Education Certificate showing proof of attending an 8-hour course on Safe Driving Practices.**

All applicants 18 years of age or older who have not previously held a license in Connecticut, or an out-of-state license within the past two years, will be required to take an 8-hour course on safe driving practices in Connecticut and present a CS-1 Driver Education Certificate showing proof of attending this course before taking a test to obtain a license. This course can be taken through a commercial or secondary driving school. The maximum fee for the course is \$125.

4. **Social Security Number:** In accordance with the Social Security Act 42 U.S.C. 666 (a) (13), it will be required that the social security number of any applicant applying for a new driver license be recorded on the Application for a Non-Commercial Drivers License (form R-229). If you do not have a social security number, you must obtain a letter from the Social Security Administration that states you are ineligible for a social security number. This letter must be submitted to DMV when applying for your driver license, learner permit, or ID card.

5. CS-1 Driver Education Certificate

6. \$40.00 testing fee - Please see Acceptable Forms of Payment.

7. A completed R229 application form.

The test to receive your license is given in three parts: eye test, knowledge test, and road test. The eye test and 25 question knowledge test is given the first time you appear. After passing the knowledge test you will be able to schedule an appointment for the road test at any full service office as well as the Winsted satellite office. Following is a brief explanation of each of part of the test:

Eye Test

The eye test evaluates:

- a. acuity (how clearly you see)
- b. peripheral vision (how far you can see to either side while looking straight ahead)
- c. depth and color perception.

b.

The minimal vision requirement for all classes of license is at least 20/40 in each eye with or without glasses or contact lenses. But if the applicant is blind in one eye, the other eye must be at least 20/30.

Knowledge Test

The knowledge test consists of 25 questions; answering 20 correctly is considered passing. The test is based on the information contained in the Connecticut Driver's Manual. The applicant must pass the road test within 6 months of passing the knowledge test.

Road Test (Behind the Wheel Evaluation)

This test is given after the applicant has successfully passed the eye and knowledge test. The road test can be scheduled at any full service as well as the Winsted satellite, and must be no more than 6 months after passing the knowledge test. You must supply a vehicle for the road test. This vehicle must be appropriate for the license class for which you are applying, be mechanically safe, and have a valid registration and proof of insurance. Vehicles with tinted windows must be in compliance with Connecticut limits. A non-licensed operator cannot drive to the test location unless accompanied by a licensed operator.

Individuals using an out of state registered vehicle must bring a proof of the vehicle's insurance.

If the test vehicle is found to be in an unsafe operating condition, the behind the-wheel evaluation will not be conducted; the applicant will be given a no fee card for a re-test at a future date. Road tests may be conducted if minor defects are found.

The road test evaluates:

- Safe condition of the test vehicle.
- Ability to properly adjust seat, mirror, and seat belts ("preparing to drive").
- Response to traffic control signs and signals, signaling, interaction with other motorists (yielding right-of-way, response to emergency vehicles).
- Backing and parking.
- Proficiency in basic driving skills such as turns.
- Other driver maneuvers at the direction of the inspector.

The road test generally takes 15 to 20 minutes. On the date of your road test you must bring the following:

1. A properly registered and insured vehicle appropriate for the type of test you are taking. If you do not have a valid driver's license you can not test in a rented vehicle.
2. Valid Motor Vehicle Registration Certificate. Please verify that you have the current registration in the vehicle before you leave home and bring it into the office when you arrive for your test.
3. Connecticut Insurance card. The proof of insurance must be in the same name as on the registration, with the exception of leased vehicles which may be in the name of the lessee. Please verify that you have the current proof of insurance in the vehicle before you leave home and bring it into the office when you arrive for your test.
4. License Fee: The fee for your license, will be either \$66 or \$77, depending on the number of years the license will be valid (from five and one-half to seven years), which depends on your date of birth. See acceptable forms of payment.

Failing the Driver's Test:

- If you fail the vision test you will not be allowed to proceed to the other portions of the test until your vision has been corrected.
- If you fail the knowledge test portion you must wait one week (7 days) before you can take the test again and must pay another \$40.00 testing fee.
- If you fail the road test you must wait a minimum of two weeks (14 days) before taking the road test again and must pay another \$40.00 testing fee.
- Knowledge test results are valid for 6 months

Renewing a Driver's License

The Department of Motor Vehicles has increased the duration of operator license renewals from four to six years. The fee for a six year renewal costs \$66. See acceptable forms of payment.

Individuals 65 years of age or older have the option of renewing their operator license for two years.

You may renew your license on or before your expiration date or as early as 120 days (four months) prior to your license expiring.

License renewals must be processed in person at your local DMV Branch or Satellite Office, DMV Photo License Center or AAA. Bring your current license (which must be surrendered) and the renewal application form that you received in the mail (if available).

If you do not have your current license, you must present two forms of acceptable identification from list of acceptable forms of identification. **Note: You cannot renew at AAA or the Photo License Bus without your current driver's license.**

AAA offices can only renew a regular driver's license. AAA cannot renew a Commercial Driver's License (CDL) or licenses with a public passenger endorsement. AAA cannot process renewals requiring a name, date of birth or gender change. **Effective July 1, 2007, AAA will have the authority to charge a \$2 convenience fee for DMV transactions. The fee is payable to AAA.**

Note:

If your operator's license has been expired two or more years, you will be required to complete all testing requirements again. Please see Obtaining a License for the First Time for detailed information regarding testing.

If your license is **suspended** here or in any other state, your license will not be renewed until your license privilege is restored.

If you are out of state/country or are incarcerated and need to renew your license, please see requirements to obtain a license through the mail for more information.

Licensing Requirements for New Residents

Once you have established residency in Connecticut, you have 30 days to transfer your out-of-state license to Connecticut. Sixteen and seventeen-year-old drivers who have a driver license from another jurisdiction must complete the special requirements below prior to the issuance of a Connecticut license. Operators currently licensed in another state may apply for a Connecticut license at any DMV Full Service Branch Office or the Winsted Satellite office, without an appointment during normal business hours Tuesday, Thursday, Friday and Saturday.

The operator must possess an out-of-state license which has not expired for more than 2 years. A vision test will be administered prior to the issuance of the Connecticut license. The knowledge and road tests may be waived at the discretion of the Agent.

All applicants must supply identification and address verification as follows:

1. **Identification:** You must present your current out of state license, which must be surrendered at the time a Connecticut license is issued, plus your Certified Birth Certificate (hospital issued certificates are not acceptable) or a valid Passport.

- **If your full legal name is different than that shown on your birth certificate or passport,** you need to provide proof of your full legal name. Proof can include original or certified copy of a court order, marriage or civil union certificate, marriage or civil union dissolution or certificate of adoption.

Applicants who hold a **temporary license** issued by another jurisdiction must complete all testing (vision, knowledge and skills) as well as the eight hour Safe Driving course before obtaining a Connecticut license. The temporary license from the foreign jurisdiction must be surrendered upon issuance of the Connecticut license.

2. Photocopies of documents are not acceptable. Note: Supporting documentation is required when a name change is requested. Supporting documents are a certified marriage license, certified civil union certificate, certified divorce decree or a certified probate certificate authorizing the name change. In addition, you must apply for a name change with the Social Security Administration within 30 days. If the current name is not recorded properly with SSA the license cannot be issued.

Note: If you are not a citizen of the United States you will be required to show proof of your legal status in this country.

- Holders of a B1 or B2 Visitor's Visa are not eligible for a driver license or identification card unless a valid USCIS Employment Authorization Card and verification of an application pending for Lawful Permanent Residence is provided.
- Foreign students with an F1 Visa status must show USCIS document I-20 and verification of current enrollment in a Connecticut school.
- J1 Visa holders are required to show USCIS document DS2019.
- H1B Visa holders are required to show a valid USCIS Employment Authorization Card and an employee verification letter from a Connecticut employer.
- All applicants will be verified through USCIS for legal status before a driver license or identification card will be issued.

1. Verification of Connecticut Resident Address (P.O. Box is not acceptable): Verification may be in the form of a utility bill, mortgage document, lease or rental agreement, or a postmarked letter dated within 90 days if the resident address is the same as the mailing address.

2. Social Security Number: In accordance with the Social Security Act 42 U.S.C. 666 (a) (13), the social security number (ssn) of any applicant applying for a new Connecticut driver license or must be recorded on the Application for a Non-Commercial Driver's License (form R229). If you do not have a social security number, you must obtain a letter from the Social Security Administration (SSA) that states you are ineligible for a social security number. This letter must be submitted to DMV when applying for your driver license, learner permit or ID card. The ssn of all applicants will be verified with SSA and must be in the same name as the application submitted for the license, permit or ID card.

3. Application Fee: The application fee of \$40 (cash, check or money order made payable to DMV). See acceptable forms of payment.

4. License Fee: The fee for your license will be either \$66 or \$77, depending on the number of years the license will be valid (five and one-half to seven years), which depends on your date of birth (cash, check or money order made payable to DMV). If paying by check please bring two checks for this process.

Note:

- If your out of state license has expired for more than two years, you will be required to take an 8 hour safe driving practices course at a Connecticut licensed driving school and take the vision, knowledge and skills test at a DMV office.
- If you have lost your license, or if it does not contain your photograph, you will need to obtain a replacement from your previous state. **If you do not present the out-of-state license you will be considered an unlicensed operator and will be required to complete all testing and training.** The previous licensing state will be notified of the issuance of the Connecticut license, and your previous state license will be cancelled.
- Full time students living in Connecticut but maintaining out of state or out of country permanent residency do not have to obtain a Connecticut license as long as full-time student status is in effect. Once full-time student status is terminated (according to school records), you have 30 days to obtain a Connecticut license.
- Military personnel and dependents stationed in Connecticut are not required to obtain a Connecticut license. If the military member holds a Connecticut license it must be kept current (renewed) during the time of enlistment.
- Foreign travelers on a visitor's visa may operate a motor vehicle in Connecticut for one year with a valid out of country license and an International Driver Permit which is obtained from their home country.
- A license from American Samoa, Guam, Puerto Rico or U.S. Virgin Islands is the same as an out of state license (same requirements as above); however, you must obtain an abstract of your driver record from your home territory prior to transferring your license to Connecticut.
- A valid license from Canada, Germany or France can also be transferred to Connecticut using the same procedures for an out of state license.
- Connecticut does not accept a license issued to individuals who are under 16 years of age.

Reminder: As a new Connecticut resident, you are required to transfer your out of state registration to Connecticut within 60 days. Please see Requirements to Transfer Your Out of State Registered Vehicle for detailed information.

Special Requirements for 16 and 17 Year Olds: Sixteen and seventeen year old applicants who hold a driver's license from another jurisdiction are required to attend driver education class and pass the road testing. Please see 16 and 17 Year Olds Who Hold an Out-of-State License for more information. It is recommended that you study the Connecticut Driver's Manual before taking the test.

Resolving a Suspension

There are no in-person transactions conducted at any office of the Department of Motor Vehicles for operator license restoration or suspension activity. **All transactions must be conducted by mail.** Suspension or restoration correspondence should be addressed to:

**Connecticut Department of Motor Vehicles
Driver Services Division
60 State Street
Wethersfield, CT 06161-2525**

Suspension or restoration information is also available 24 hours a day, seven days a week by calling **860-263-5720**.

Note: Operators are encouraged to submit their restoration correspondence two weeks prior to the restoration date to allow time for processing. You are not permitted to operate a motor vehicle until you receive an official notice from the Department of Motor Vehicles informing you that your restoration has been processed.

Non-Driver Photo Identification Cards

The Department of Motor Vehicles (DMV) issues a Non-Driver Photo Identification Cards (ID) to any applicant who **does not possess a valid motor vehicle operator's license or whose license is presently under suspension.** The applicant must be a Connecticut resident. **Effective January 1, 2009,** the ID card is issued from five to seven years and cost **\$22.50.** The fee is waived for applicants of a homeless shelter who provide proof of residency from an authorized shelter in Connecticut. The Connecticut Identification Card Requirements and Application (form B-230) must be signed by an official from the shelter.

Note: If an applicant obtains a Connecticut Driver's License, the identification card **must** be surrendered when a driver's license is issued.

New ID's:

To obtain an ID card, qualified persons must apply at any Full Service DMV Branch Office or the Winsted Satellite office (new issue ID cards **will not be processed** at the Putnam or Willimantic Satellite offices, the Photo License Centers or AAA offices).

When you arrive at the DMV your first stop will be at the information desk where you will be instructed to enter your information into the kiosk to start the identification card process. You will then be directed to the licensing/ID card issuance area with your kiosk receipt.

You must bring the following with you:

1. Your **certified** Birth Certificate or valid Passport (hospital birth certificates or photocopies will not be accepted) and one additional form of identification from our list of acceptable forms of identification.

Note: If you are not a citizen of the United States, you will be required to show proof of your legal status in this country.

- Holders of a B1 or B2 Visitor's Visa are not eligible for a driver's license or identification card unless a valid USCIS Employment Authorization Card and verification of an application pending for Lawful Permanent Residence is provided.
- Foreign students with an F1 Visa status must show USCIS document I-20 and verification of current enrollment in a Connecticut school.
- J1 Visa holders are required to show USCIS document DS2019.
- H1B Visa holders are required to show a valid USCIS Employment Authorization Card and an employee verification letter from a Connecticut employer.
- All applicants will be verified through USCIS for legal status before a driver's license/ identification card will be issued.

2. Verification of Connecticut resident address (P.O. Box is not acceptable). Verification may be in the form of a utility bill, mortgage document, lease or rental agreement, or a postmarked letter dated within 90 days if the resident address is the same as the mailing address.

3. In accordance with the Social Security Act 42 U.S.C. 666 (a) (13), the social security number of any applicant applying for an ID card must be recorded on the Connecticut Identification Card Requirements and Application (form B-230). Your Social Security number will be verified with the Social Security Administration (SSA) before the ID card is issued. If you do not have a social security number, you must obtain a letter from SSA that states you are not eligible for a social security number. This letter must be submitted to DMV when applying for your ID card.

4. Completed Connecticut Identification Card Requirements and Application (form B-230).

5. \$22.50 fee (acceptable forms of payments).

Renewal of an ID Card:

DMV will send out renewal notices for ID cards to the current address we have on file. Proceed to any DMV branch office or photo license center. ID cards cannot be issued at AAA offices. Please bring the following:

- The renewal notice (if available).
- Your ID card, which must be surrendered. If the ID card has been lost you must present one additional form of identification from our list of acceptable forms of identification.
- \$22.50 fee (see acceptable forms of payment).
- If you have had a name change since your ID card was issued you must present an original or certified copy of a: marriage license; civil union certificate; divorce decree; or a probate court name change document to verify the name change. Name change applicants must appear at a full service DMV branch office for processing.
- If your ID card is expired two or more years, follow the same procedure as noted above for obtaining a new ID card.

Duplicates (Replacements):

A person whose ID card has been lost, stolen or damaged may be issued a new identification card by applying at a DMV Full Service office, Satellite office or Photo License Center (not AAA) and must present the following:

- Certified copy of your birth certificate or valid passport (hospital birth certificates or photocopies will not be accepted) and one additional form of identification from list of acceptable forms of identification. If you are not a citizen of the United States, you will be required to show proof of legal status in this country as noted above.
- \$22.50 fee (see acceptable forms of payment).

Change of Name:

Supporting documentation is required when a name change is requested. Supporting documents are: marriage license; civil union certificate; divorce decree; or a probate court name change document. There is no fee for a change of name. You must appear at a full service DMV branch office for processing and surrender your current ID card. If your ID is lost, follow the same procedure as noted above for obtaining a duplicate (replacement) ID card and pay the \$22.50 fee.

Fee:

The fee for a new, renewal or replacement ID card is \$22.50 (The fee for new and renewal ID cards is waived for applicants of a homeless shelter who provide proof of residency from an authorized shelter in Connecticut. The Connecticut Identification Card Requirements and Application (form B-230) must be signed by an official from the shelter.)

Suspended Licenses:

A person whose operator's license is under suspension may apply for an ID card as long as all of the above requirements are met.

Revoked Licenses:

A person whose privileges have been revoked cannot obtain an ID card.

Replacement Social Security Card for a U.S.-Born Citizen

You can replace your Social Security card for free if it is lost or stolen. However, you may not need to get a replacement card. Knowing your Social Security number is what is important. You are limited to three replacement cards in a year and 10 during your lifetime.

Legal name changes and other exceptions do not count toward these limits. For example, changes in immigration status that require card updates may not count toward these limits. Also, you may not be affected by these limits if you can prove you need the card to prevent a significant hardship.

To get a replacement card:

- Complete an *Application For A Social Security Card* (Form SS-5); and
- Show us documents proving:
 - U.S. citizenship (if you have not already established your citizenship with us); and identity.
- Take your completed application and documents to your local Social Security office.

Citizenship

We can accept only certain documents as proof of U.S. citizenship. These include a U.S. birth certificate, U.S. consular report of birth, U.S. passport, Certificate of Naturalization or Certificate of Citizenship.

Identity

We can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information (date of birth or age) and preferably a recent photograph. For example, as proof of identity Social Security must see your:

- U.S. driver's license;
- State-issued non-driver identification card; or
- U.S. passport.

If you do not have one of these specific documents or you cannot get a replacement for one of them within 10 days, we will ask to see other documents, including:

- Employee ID card;
- School ID card;
- Health insurance card (not a Medicare card); or
- U.S. military ID card.

We may use one document for two purposes. For example, we may use your U.S. passport as proof of both citizenship and identity.

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents.

We will mail your card as soon as we have all of your information and have verified your documents. Your replacement card will have the same name and number as your previous card.

Keep your Social Security card in a safe place. It is an important document. **Do not carry it with you.**

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

IMPORTANT: You MUST provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at www.socialsecurity.gov.

Applying for a Social Security Card is free!
SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card
Form **SS-5** (08-2009) ef (08-2009)

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at www.socialsecurity.gov for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

Replacement Social Security Card

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. Hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, I-688B, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information. Form **SS-5** (08-2009) ef (08-2009)

Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card or other school record maintained by the school. If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.

EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

IMPORTANT: If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. Form **SS-5** (08-2009) ef (08-2009)

HOW TO COMPLETE THIS APPLICATION

Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

GENERAL: Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.

5. If you check “Legal Alien Not Allowed to Work” or “Other,” you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.

6., 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.

9.B., 10.B. If you are applying for an original Social Security Card for a child under age 18, you MUST show the mother's and father's Social Security numbers unless the mother and/or father was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the “unknown” box.

13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.

16. Show an address where you can receive your card 7 to 14 days from now.

17. WHO CAN SIGN THE APPLICATION? If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

Form **SS-5** (08-2009) ef (08-2009)

PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

Benefits of the Elm City Resident Card

- Form of identification
- Access to Lighthouse Point, City golf course and dump
- Library card for all branches of New Haven Public Library
- Includes emergency contact and allergy information for children
- Serves as a Parcxmart card to use as a “coin-less” alternative for paying at all New Haven Parking Authority Garages, parking meters, and as well a debit card once you load money on it at The Office of New Haven residents or at any of the following locations:
Two requirements: 1) proof of identity; 2) proof of residency

ACCEPTABLE FORMS FOR PROOF OF IDENTITY:

ONE of the following (CATEGORY “A” ID’s):

- Passport;
- U.S. Driver’s License;
- Birth Certificate; (for kids ok; for adults this plus photo id)
- Consular ID Card;

OR TWO of the following:

- National identification card (must have photo, name, address, date of birth and expiration date);
- Foreign Driver’s license (current - NOT expired);
- Voter registration card (must be presented with original birth certificate)
- U.S. or Foreign military identification card (must be presented with original birth certificate)
- Visa (current)
- ITIN card (must be accompanied by an ID with a photograph)

At least one identification card must have a photo under either category A or B.

ACCEPTABLE PROOF OF RESIDENCY DOCUMENTS

Two of the following must be presented

- Utility bill with name and address;
- Insurance bill, bank statement, check book;
- Employment pay stub;
- Local property tax statement;
- Proof of a minor enrolled in public or private school;
- Voter registration card
- Original documents from a health or social services organization attesting to the fact that the applicant is a New Haven resident

YOUR TWO PROOFS OF RESIDENCY MUST COME FROM TWO DIFFERENT PLACES. RESIDENCY DOCUMENTS MUST SHOW THE NAME AND CURRENT ADDRESS OF THE APPLICANT. RESIDENCY DOCUMENTS IN THE NAME OF ONLY ONE SPOUSE WILL BE ACCEPTED FOR MARRIED COUPLES ONLY IF AN ORIGINAL MARRIAGE CERTIFICATE IS PRESENTED.

Application Guidelines for Copy Birth certificates

An official certificate of every birth, death, marriage, and divorce should be on file in the locality where the event occurred. The Federal Government does not maintain files or indexes of these records. These records are filed permanently in a State vital statistics office or in a city, county, or other local office.

To obtain a certified copy of any of the certificates, write or go to the vital statistics office in the State or area where the event occurred. Addresses and fees are given for each event in the State or area concerned.

To ensure that you receive an accurate record for your request and that your request is filled expeditiously, please follow the steps outlined below for the information in which you are interested: For all requests make check or money order payable to the identified office, in the correct amount for the number of copies requested. Sending cash is not recommended because the office cannot refund cash lost in transit.

Because all fees are subject to change, a telephone number has been included in the information for each State for use in verifying the current fee.

States have provided their home page address for obtaining current information.

Type or print all names and addresses in the letter.

Give the following facts when writing for birth or death records:

1. Full name of person whose record is requested.
2. Sex.
3. Parents' names, including maiden name of mother.
4. Month, day, and year of birth or death.
5. Place of birth or death (city or town, county, and State; and name of hospital, if known).
6. Purpose for which copy is needed.
7. Relationship to person whose record is requested.
8. Day time telephone number with area code.

Give the following facts when writing for marriage records:

1. Full names of bride and groom.
2. Month, day, and year of marriage.
3. Place of marriage (city or town, county, and State).
4. Purpose for which copy is needed.
5. Relationship to persons whose record is requested.
6. Day time telephone number with area code.
- 7.

Give the following facts when writing for divorce records:

1. Full names of husband and wife.
2. Date of divorce or annulment.
3. Place of divorce or annulment.
4. Type of final decree.
5. Purpose for which copy is needed.
6. Relationship to persons whose record is requested.
7. Day time telephone number with area code.

Birth Certificate

Cost of copy:

\$15.00 (State issued);

\$10.00 (City/Town issued)

Address:

State Issued Certified Certificates

Department of Public Health
410 Capitol Avenue, MS #11 VRS
Hartford, CT 06134

City/Town issued Certified Certificates

Contact the city or town that the vital event occurred, or the city or town where the registrant lived at the time the vital event occurred. Visit the Connecticut Town Clerk and Registrar Directory for contact information.

Remarks: Requests for certified copies of birth certificates may be submitted to the State Vital Records office. Requests may also be submitted to the vital records office in the city/town where the person was born, or where the mother lived at the time of birth.

A copy of a photographic identification must be submitted with any request for a birth certificate. The identification must be a valid, government issued document. If this is not available, you may submit photocopies of two other forms of identification.

If State issued certificate, a personal check or money order should be made payable to the **Treasurer, State of Connecticut**. Or, a personal check or money order made payable to the town or city where the birth occurred. For additional information, please contact a CT Department of Health Customer Service Representative at 860-509-7897, or visit the Connecticut Department of Public Health, Vital Records website.

