



ALBANY COUNTY BAR ASSOCIATION

Identity Documents Guide

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Chapter 1

Birth Certificates

This guide will help you get a certified copy of your own birth certificate if you were born in the State of New York.

If you were born outside New York City, your birth certificate is usually available from both the New York State Department of Health and the City or Town Clerk's Office in the city or town where you were born. If you were born in one of the five boroughs of New York City, your birth certificate is *only* available through the New York City Department of Health and Mental Hygiene Office of Vital Records.

You can request a copy of your birth certificate by mail, or in some cases, in person. Both New York State and New York City have partnered with an independent company called VitalChek Network, Inc. to make online and telephone ordering available. Orders through VitalChek and through the New York State Department of Health generally cost more than ordering through a City/Town Clerk's office.

To use a birth certificate as proof of identity, you need a *certified* copy, which means a copy issued by a government agency. A certified copy will usually have a raised seal on it, to prove it is an official copy. This guide will help you obtain a certified copy of your birth certificate if you were born in the State of New York. Requirements for getting your birth certificate from other states will be different.

WHO CAN GET A BIRTH CERTIFICATE?

Birth Certificates are not public information. They are confidential records, and therefore they can only be obtained by the following people:

- The person named on the birth certificate (must be over 18 years old).
- A parent named on the birth certificate.
- By court order only: a spouse, child, or other person not named on the birth certificate.
(This guide does not address how to get a court order for someone else's birth certificate.)

For security reasons, anyone seeking a birth certificate will need to prove their identity. Each agency has different requirements for what documents you need.

THROUGH NEW YORK STATE DEPARTMENT OF HEALTH

Remember: the New York State Department of Health (NYSDOH) does not file and cannot issue copies of New York City birth certificates. If you were born in New York City, please see the next section on [page 8](#).

Request by Mail

To order your birth certificate by mail, you will need:

- ❑ A completed NYSDOH application form number 4380 (included in forms folder as **Form 1**).
- ❑ Proof of identification (list of acceptable identification included on [page 5](#)).
- ❑ Application fee, payable by check or money order made out to the *“New York State Department of Health.”* Do not send cash. This fee cannot be waived.

Regular Handling: \$30.00. Mail requests ordered with regular handling are processed within 10 to 12 weeks from the date they are received.

Priority Handling: \$45.00. Mail requests ordered with priority handling are processed within 2 to 4 weeks from the date they are received.

- Birth certificates processed through priority handling will be sent to you by first class mail.
- For overnight delivery after processing, you may include a prepaid self-addressed return mailer with your request. Visit a post office to purchase a prepaid return mailer.

- ❑ A self-addressed, stamped envelope.

For regular handling, mail your request to:

Certification Unit
Vital Records Section
New York State Department of Health
P.O. Box 2602
Albany, NY 12220-2602

For priority handling, mail your request to:

Certification Unit
Vital Records Section/2nd Floor
New York State Department of Health
800 North Pearl Street
Menands, NY 12204

FOR MORE INFORMATION

Visit the New York State Department of Health’s Vital Records website at:
https://www.health.ny.gov/vital_records/mailrequests.htm

Call the New York State Department of Health at: **1-855-322-1022**

An application form can be downloaded here:
<https://www.health.ny.gov/forms/doh-4380.pdf>

Acceptable Forms of Identification: New York State Department of Health

Your application for a birth certificate must be submitted with copies of identification from either category A or B:

Category A: Provide one (1) of the following forms of valid photo ID

- Driver license
- Non-driver ID
- Passport
- Other government issued photo ID

Category B: Provide two (2) of the following showing the applicant's name and address

- Utility bill or telephone bill
- Letter from a government agency dated within the last six (6) months

Note: The NYSDOH will not accept a released offender identification card as proof of identity. If you are seeking a birth certificate and have only your released offender identification card, you should go through the town or city in which you were born. See [page 14](#).

Request by Attorney Representative (for persons without identity verification documents)

If you do not have any of the acceptable identity verification documents listed, an attorney can help you request a birth certificate from the New York State Department of Health.

To make a request for your birth certificate through an attorney representative, you will need:

- ❑ A completed NYSDOH application form number 4380 (included in forms folder as **Form 1**).
- ❑ Application fee, payable by check or money order made out to the "New York State Department of Health." Do not send cash. This fee cannot be waived.

Regular Handling: \$30.00. Mail requests ordered with regular handling are processed within 10 to 12 weeks from the date they are received.

Priority Handling: \$45.00. Mail requests ordered with priority handling are processed within 2 to 4 weeks from the date they are received.

- Birth certificates processed through priority handling will be sent to you by first class mail.
- For overnight delivery after processing, you may include a prepaid self-addressed return mailer with your request. Visit a post office to purchase a prepaid return mailer.
- ❑ A self-addressed, stamped envelope (this envelope may also be addressed to your attorney, if you prefer.)
- ❑ A copy of your attorney's photo ID.

- ❑ A copy of your attorney's registration or license card (currently valid).
- ❑ A document that establishes an attorney/client relationship. Pick one of the following:
 - A **notarized affidavit** from the client (you) establishing an attorney/client relationship. This is a sworn statement from you, saying that you have an attorney/client relationship with the attorney whose information you are including. You may write this statement yourself, but it must be notarized. A sample affidavit is included on [page 7](#). For more on getting a document notarized, see [page 48](#).
 - A **legal services agreement** establishing an attorney/client relationship. You will probably have one of these if you are working with an attorney from a pro bono (free) legal service provider.
 - A **retainer agreement** establishing an attorney/client relationship. If you are working with a private attorney, you will have probably received and signed a retainer agreement. This is the document a lawyer gives a new client so the client knows how much the attorney is charging, and sets out the terms of the attorney client relationship.

For regular handling, mail your request to:

Certification unit
Vital Records Section
New York State Department of Health
P.O. Box 2602
Albany, NY 12220-2602

For priority handling, mail your request to:

Certification Unit
Vital Records Section/2nd Floor
New York State Department of Health
800 North Pearl Street
Menands, NY 12204

SAMPLE AFFIDAVIT OF ATTORNEY/CLIENT RELATIONSHIP

I, [your name], do swear or affirm that I have entered into an attorney/client relationship with attorney [attorney's name], Esq. I spoke with Mr./Ms.[attorney's last name] on [date you began working with your attorney], at which time, he/she agreed to act as my attorney in the matter of requesting my birth certificate [and list any other identity documents you are seeking with the help of your attorney]. I have paid Mr./Ms.[attorney's last name] a sum of \$_____ to assist me with this matter. [OR] Mr./Ms. [attorney's last name] has agreed to assist me with this matter pro bono.

Optional: I am currently without a permanent address and I request that my birth certificate be sent to the care of my attorney Mr./Ms. [attorney's last name]. The stamped envelope provided is addressed to his/her office for your convenience.

Signed,

Your Signature Here

Print name here

Date

THROUGH NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE

If you were born in the five boroughs of New York City, you can request your birth certificate from the New York City Department of Health and Mental Hygiene.

Request by Mail

To order your birth certificate by mail, you will need:

- ❑ A completed and notarized application (included in forms folder as **Form 2**). For more on getting a document notarized, see [page 48](#).
- ❑ Proof of identification (list of acceptable identification included on [page 11](#)).
- ❑ **Application fee: \$15.00** payable by personal check or money order, made out to to the “NYC Department of Health and Mental Hygiene.” Do not send cash.
- ❑ A self-addressed, stamped envelope.

Mail your request to:

NYCDOHMH Office of Vital Records
125 Worth Street, CN-4, Room 133
New York, NY 10013

Processing time is approximately 15 days from the date your request is received. Mailing may take an additional 10-15 days.

FOR MORE INFORMATION

Visit New York City’s Department of Health and Mental Hygiene’s website at:
<http://www1.nyc.gov/site/doh/services/birth-certificates.page>

The application form is also downloadable from:
<http://www1.nyc.gov/assets/doh/downloads/pdf/vr/birth1.pdf>

In-Person Request

If you would like to request your birth certificate from New York City in person, the Office of Vital Records is located at:

125 Worth Street, Room 144 (in lower Manhattan)
Use the Lafayette Street entrance (handicapped accessible)
Hours: Monday – Friday, 9:00am to 3:30pm

You will need:

- ❑ A completed application (included in forms folder as **Form 2**).
- ❑ Proof of identification (list of acceptable identification included on [page 11](#)).
- ❑ **Application fee: \$15.00 per birth certificate**, plus a one-time \$2.75 identity verification fee. This fee is payable by money order or personal check, made payable to NYC Department of Health and Mental Hygiene, or credit card, debit card, or electronic fund transfer (EFT) using your checking account and routing number. Do not bring cash.

Whether or not you leave the office with your birth certificate on the same day you apply in person depends on the type of identification you bring. See [page 11](#) for list of acceptable documents under Category 1 and Category 2. If you bring Category 1 identification, you can leave with the birth certificate in most cases. If you bring Category 2 identification, the certificate will be mailed to the address provided on your documents.

Request by Attorney Representative (for persons without identity verification documents)

If you do not have any of the acceptable identity verification documents listed on [page 11](#), an attorney can help you request a birth certificate from the New York City Department of Health and Mental Hygiene.

To make a request for your birth certificate through an attorney representative, you will need:

- ❑ A completed and signed application (included in forms folder as **Form 2**).
- ❑ A completed Attorney Authorization form signed by both attorney and client. This form is included in the forms folder as **Form 3**.
- ❑ A copy of the attorney's current photo ID and proof of attorney licensure. The following is information about how an attorney gets such proof.
 - Generally proof of attorney licensure is in the form of an Attorney Secure Pass. Attorneys can find more information about getting a Secure Pass here: <https://ww2.nycourts.gov/attorneys/registration/securepass.shtml>
 - A certificate of good standing may also be acceptable. Certificates of good standing are issued by the Appellate Division in the department where the attorney was admitted.
 - First Department: information and request forms are available at: <http://www.nycourts.gov/courts/ad1/Committees&Programs/CFC/index.shtml#CertificatesOfGoodStanding>
 - Second Department: Email questions to AD2-AttorneyMatters@nycourts.gov
Phone: (718) 722-6335; Fax: (646) 963-6587
 - Third Department: information and request forms are available at <http://www.nycourts.gov/ad3/Admissions/Forms/Certificate%20of%20Good%20Standing%20-%20Instructions%20and%20Form.pdf>
 - Fourth Department: information and request forms are available at <http://www.nycourts.gov/courts/ad4/Clerk/AttyMtrrs/baradmin.html#Certificates>
- ❑ **Application fee. \$15.00** payable by check or money order made out to New York City Department of Health and Mental Hygiene. Do not send cash.
- ❑ If applicable, include a request written on attorney letterhead indicating that the client is homeless and the birth certificate should be mailed to the attorney representative.
- ❑ A stamped envelope addressed to the person to whom the birth certificate should be sent (either client or attorney).

Mail your request to:

NYCDOHHM Office of Vital Records
125 Worth Street Room 133
New York, NY 10013

Acceptable Forms of Identification – New York City Department of Health and Mental Hygiene

Category 1 (Identity Documents)

If you apply by mail, please send photocopies of Category 1 documents.

- Driver license or non-driver ID from any state or U.S. territory
- IDNYC Municipal ID
- Public benefit card
- U.S. or foreign passport
- U.S. employment authorization card
- Military ID card
- Employee ID with verifiable employer and recent pay stub
- MTA reduced fare MetroCard
- Student ID and transcript from accredited and verifiable institution
- Inmate photo ID with release papers

Category 2 (Proof of Address)

If you don't have any of the above, you may provide proof of address as described below. When providing proof from Category 2, you must provide originals regardless of whether you are applying in person or by mail. Your birth certificate will be mailed to the address indicated on these documents.

2 different documents as indicated below that are dated within the past 60 days and which show your name and address:

- Utility or telephone bills (online bills can be downloaded from your provider)
- Letter from a government agency

REQUEST BIRTH CERTIFICATE THROUGH VITALCHEK

Telephone and online orders are processed by VitalChek Network, Inc., an independent company that has partnered with both New York State and New York City to make ordering birth certificates more convenient. They are slightly more expensive than other ways of obtaining a birth certificate, but the processing times are much faster.

Request Online

To order online, visit www.vitalchek.com

To order a birth certificate online through VitalChek, you will need:

- ❑ To answer the application questions. They are in click-through format, with one question on each page.
- ❑ Proof of identification. At the end of the application, after payment, the VitalChek system will request the identity verification documentation it requires. See the list of acceptable documents included on [page 5](#). You can scan and upload your identity verification documents as requested, or upload documents with your smartphone. Video help for smartphones is available on the [FAQ](#) page.
- ❑ Application fee, payable by credit card only. VitalChek accepts all major credit cards, including American Express, Discover, Visa, and MasterCard. The credit card you use must be in the name of the person ordering the birth certificate (that is, it must match the name on the documents you use to prove your identity). The birth certificate will be sent to the verified billing address attached to your card.
 - **Regular handling: \$45.00 plus an \$8.00 VitalChek processing fee (\$53.00 total).** This fee cannot be waived. Online orders with regular handling will be processed in 5-7 business days. The birth certificate will be sent via first class mail, which will take an additional 7-10 business days for delivery.
 - **Priority handling: \$15.50 additional charge (\$68.50 total).** Online orders with priority handling will be processed in 1-3 business days. The birth certificate will be sent via UPS Air with overnight delivery. A signature is required for delivery.

Request by Phone

Telephone orders are also processed by VitalChek Network, Inc., an independent company that has partnered with both New York State and New York City to make ordering birth certificates more convenient.

To order by phone, call 1-877-854-4481.

To order your birth certificate by phone, you will need:

- ❑ To answer the application questions asked by the VitalChek representative.
- ❑ Proof of identification. The VitalChek representative will ask you for the identity verification documents that are necessary. A list of acceptable documents is included on [page 5](#).
- ❑ Application fee, payable by credit card only. VitalChek accepts all major credit cards, including American Express, Discover, Visa, and MasterCard. The credit card you use must be in the name of the person ordering the birth certificate (that is, it must match the name on the documents you use to prove your identity). The birth certificate will be sent to the verified billing address attached to your card.
 - **Regular handling: \$45.00 plus an \$8.00 VitalChek processing fee (\$53.00 total).** This fee cannot be waived. Online orders with regular handling will be processed in 5-7 business days. The birth certificate will be sent via first class mail, which will take an additional 7-10 business days for delivery
 - **Priority handling: \$15.50 additional charge (\$68.50 total).** Online orders with priority handling will be processed in 1-3 business days. The birth certificate will be sent via UPS Air with overnight delivery. A signature is required for delivery.

FOR MORE INFORMATION

About requesting a birth certificate online or by telephone, visit:
https://www.health.ny.gov/vital_records/vitalchek.htm

REQUEST BIRTH CERTIFICATE FROM CITY OR TOWN

Getting your birth certificate from the city or town in which you were born can often be the least expensive option. This guide will cover Albany, Schenectady, and Troy, although those are not the only cities where requests can be made. However, since many of the major hospitals are located in these areas, many people born in the Capital Region will be looking for their birth certificates in these cities. If your city or town of birth is not listed here, call the town or city clerk in the municipality where you were born, and ask them for more information. If you have access to the internet, try a Google search for “[Town name] Vital Statistics” or “[Town name] birth certificates.”

Fee waivers may be available, depending on your town’s rules.

REQUEST BIRTH CERTIFICATE FROM THE CITY OF ALBANY

Request by Mail

To order your birth certificate by mail, you will need:

- ❑ A completed application (included in the forms folder as **Form 4**).
- ❑ Proof of identification. (List of acceptable identification included on [page 16](#).)
- ❑ **Application fee: \$10.00** payable by money order or certified bank check *only*, made out to the City of Albany. Personal checks are *not* accepted. Do not mail cash.
 - Instead of the application fee, you may enclose a letter requesting a fee waiver. This letter should describe your personal circumstances and why you believe a fee waiver is necessary.
- ❑ A self-addressed, stamped envelope.
 - Birth records cannot be mailed to a P.O. Box or a third-party address unless the applicant’s signature is notarized. See section on notarization on [page 48](#).

Mail your request to:

Registrar, City of Albany
Vital Statistics
Room 254M
City Hall Albany, NY 12207

The City of Albany tries to answer birth certificate requests within two days of the day the request is received. This time estimate does not include mailing and delivery times.

Request in Person

To request your birth certificate in person, go to:

24 Eagle Street, Room 254M (Albany City Hall, on the second mezzanine)
Albany, NY 12207

Hours: Monday – Friday 8:30am – 5:00pm

You will need:

- ❑ A completed application (included in the forms folder as **Form 4**).
- ❑ Proof of identification. (List of acceptable identification included on [page 16](#).)
- ❑ **Application fee: \$10.00** payable by cash, credit card (\$6.00 additional fee for credit card payments), money order or certified bank check made out to City of Albany. Personal checks are *not* accepted.
 - Instead of the application fee, you may bring a letter requesting a fee waiver. This letter should describe your personal circumstances and why you believe a fee waiver is necessary.

Request by Phone

To request your birth certificate from the City of Albany by phone, call: (518) 434-5045

You will need:

- ❑ To answer the questions listed on the application (included in the forms folder as **Form 4**).
- ❑ Proof of identification. (List of acceptable identification included on [page 16](#).)
- ❑ Access to a fax machine. A copy of your identification must be faxed to the Registrar's Office before your request can be processed.
 - Fax number: (518) 434-5975
- ❑ A credit card. Requests made by phone must be paid by credit card.
- ❑ **Application fee: \$10.00** plus processing fee of \$6.00 (\$16.00 total).
 - VitalChek Network, Inc. supplies the City of Albany with equipment and deals directly with the credit card companies. They charge the \$6.00 processing fee.

FOR MORE INFORMATION

Visit the City of Albany's Birth Records website at:

<http://www.albanyny.gov/Government/Departments/CityClerk/VitalStatistics/BirthandDeathRecords.aspx>

The application form is also downloadable from:

http://www.albanyny.gov/_files/Forms/Government/CityClerk_Forms/Birth%20Record%20Form.pdf

Acceptable forms of Identification – City of Albany

Provide copies of identification in categories (A) *or* (B) below:

Category A: Provide one (1) of the following forms of valid photo ID

- Driver license
- State issued non-driver photo ID card
- Passport
- U.S. Military issued photo ID
- Unexpired NYS DOCCS Released Offender Identification Card

Category B: Two (2) of the following showing the applicant's name and address:

- Utility or telephone bills
- Letter from a government agency dated within the last six (6) months

REQUEST BIRTH CERTIFICATE FROM THE CITY OF SCHENECTADY

Request by Mail

To order your birth certificate by mail, you will need:

- A completed application (included in the forms folder as **Form 5**).
- Proof of identification. (List of acceptable identification included on [page 17](#).)
- Application fee: \$10.00** payable by money order or certified bank check only, made out to the Schenectady City Clerk. Personal checks are not accepted. Do not mail cash.
 - A fee waiver may be available if you can prove you are applying for or receiving benefits from the Department of Social Services (DSS). If you can send a letter from your DSS worker on DSS letterhead, or otherwise prove you have applied for benefits, it will help increase the likelihood that your fee will be waived.
- A self-addressed, stamped envelope (for return by first class mail).
 - You may include a pre-paid return envelope for faster delivery.

Mail your request to:

Schenectady City Clerk
Vital Records Section – Room 107
105 Jay Street
Schenectady, NY 12305

Request in Person

If you would like to request your birth certificate from the City of Schenectady in person, the Schenectady City Clerk's Office is located at:

105 Jay Street, Room 107

Schenectady, NY 12305

Hours: Monday – Friday, 8:00am – 5:00pm

Summer hours: Monday – Friday, 8:00am – 4:00pm

You will need:

- ❑ A completed application (included in the forms folder as **Form 5**).
- ❑ Proof of identification. (List of acceptable identification included below.)
- ❑ **Application fee: \$10.00** payable by cash, credit card (Visa or MasterCard only), money order or certified bank check made out to Schenectady City Clerk. Personal checks are *not* accepted. For more information about money orders and certified bank checks, see [page 49](#).
 - A fee waiver may be available if you can prove you are applying for or receiving benefits from the Department of Social Services (DSS). If you can bring a letter from your DSS worker on DSS letterhead, or otherwise prove you have applied for benefits, it will help increase the likelihood that your fee will be waived.

Acceptable Forms of Identification – City of Schenectady

Provide copies of identification in categories (A) *or* (B) below:

Category A: Provide one (1) of the following forms of valid photo ID

- Driver license
- State issued non-driver photo ID card
- Passport
- Other government-issued photo ID

Category B: Two (2) of the following showing the applicant's name and address:

- Utility or telephone bills
- Letter from a government agency dated within the last six (6) months

FOR MORE INFORMATION

Visit the Schenectady City Clerk's Office website at:

<http://www.cityofschenectady.com/192/City-Clerks-Office>

The application form is also downloadable from:

<http://www.cityofschenectady.com/DocumentCenter/Home/View/199>

REQUEST BIRTH CERTIFICATE FROM THE CITY OF TROY

Request by Mail

To request your birth certificate by mail, you will need:

- ❑ A completed application (included in forms folder as **Form 4**).
 - Instead of a completed application, you can submit a *signed* written request. The written request must include the following information:
 - Full Name (Maiden Name if married)
 - Date of birth
 - Place of birth
 - Father's name
 - Mother's maiden name
 - Number of copies requested
 - Address where the birth certificate should be mailed
- ❑ Proof of identification. (List of acceptable identification included on [page 19](#).)
- ❑ **Application fee: \$10.00** payable by check or money order made out to the City of Troy. Credit card payments are *not* accepted. Do not send cash.
 - A fee waiver may be available if you send a letter from an agency such as a homeless shelter, a domestic violence shelter, the Department of Social Services, or a pro bono legal services provider showing your need for a fee waiver. This letter must be on agency letterhead.

Mail your request to:

City of Troy
Attn: Vital Records
433 River Street
Troy, NY 12180

Request in Person

If you would like to request your birth certificate in person, the Vital Records Office is located at:

433 River Street

Troy, NY 12180

Hours: Monday – Friday, 8:30am – 4:30pm

You will need:

- ❑ A completed application (included in forms folder as **Form 4**).
- ❑ Proof of identification. (List of acceptable identification included below.)
- ❑ **Application fee: \$10.00** payable by cash, check or money order made out to the City of Troy. Credit card payments are *not* accepted.
 - A fee waiver maybe available if you are low-income and working with an agency such as the Department of Social Services, a homeless shelter, or another agency that provides services to people with low income. The agency must write a letter on agency letterhead requesting a fee waiver for you.

Acceptable Forms of Identification – City of Troy

Application must be submitted with one of the following types of identification (submit only one):

- Driver license
- State issued non-driver photo ID card
- Passport
- U.S. Military issued photo ID
- Employee photo ID card
- Police report documenting the loss or theft of positive ID
- Two recent utility or telephone bills showing applicant's name and address
- Two letters from a government agency dated within the last six (6) months

FOR MORE INFORMATION

Visit the Troy Vital Records Office website at:

<http://www.troyny.gov/departments/vital-records/birth-records/>

The application form is also downloadable from:

<http://www.troyny.gov/wp-content/uploads/2016/09/birthrecordapplication.pdf>

Chapter 2

Social Security Cards

This guide will help you apply for a Social Security card for the first time, or request a replacement Social Security card if you were born in the United States and are over 18 years of age.

You need a Social Security number to get a job, collect Social Security benefits and get other government services. You don't often need to show your actual Social Security card, but you will need to know your Social Security number. As discussed in the next section, however, in some cases you will need your physical Social Security card, specifically to obtain a driver license or a non-driver photo ID from the New York State DMV.

WHO IS ELIGIBLE FOR A SOCIAL SECURITY CARD?

All U.S. citizens are eligible for a Social Security card. This guide can help you apply for the first time or get a replacement card if you are a citizen who was born here. The requirements are different for U.S. citizens who were born in another country.

Non-citizens are eligible for a Social Security card if they have permission to work in the U.S. The requirements for a non-citizen applying for a Social Security card are not covered by this guide.

If you are a non-citizen and you do not have permission to work in the U.S., you are generally not eligible for a Social Security card. Non-citizens are **not** allowed to get a Social Security card solely for the purpose of getting a driver license or non-driver ID. The only situation where a non-citizen without permission to work can obtain a Social Security card is when a federal, state, or local law requires a person to provide their Social Security number to get a benefit or service. This situation is also not covered by this guide. For more information about Social Security card eligibility and immigration status, visit the Social Security Administration website at <https://www.ssa.gov/ssnumber/ss5doc.htm>, or call a Social Security office near you. Phone numbers of some Social Security offices in the Capital Region are on the next page.

HOW TO APPLY

Applying for a Social Security card is free. There are limits on how many replacement cards you can get in a year (3) and in a lifetime (10). You must fill out the application form (included in the forms folder as **Form 6**), collect enough documents to prove your citizenship and identity (see sections below), and either mail them or bring them in person to any Social Security Administration office. You must include the original documents (no photocopies), even if you are mailing your application. The original documents will be returned to you by mail.

You **must apply for your Social Security card by mail or in person** if you do not currently have a license or non-driver ID, or if your current driver license or non-driver ID card was issued in New York. If your ID is issued by another state, you may qualify to apply online. See the Social Security Administration's website at <https://www.ssa.gov/ssnumber/> for more information about applying online.

Social Security Office Locations

If you have access to the internet, you can use the following link to find the Social Security office closest to you: <https://www.ssa.gov/locator>.

The information for a few Capital Region Social Security offices is below. The closest office to you may not be listed.

Albany

Federal Building, Room 430 • 11A Clinton Ave • Albany, NY 12207 • Phone: 1-866-253-9183

The O'Brien Federal Building is at the foot of Clinton Street, between Broadway and Pearl Street. The entrance is located on Pearl Street, across from the Palace Theater.

Schenectady

One Broadway Center, 8th Floor • Schenectady, NY 12305 • Phone: 1-866-964-1296

The Social Security office is one block south from State Street, on the corner of Broadway and Hamilton Streets (in the Lottery Building).

Troy

500 Federal Street, Suite 101 • Troy, NY 12180 • Phone: 1-866-770-2662

The office is on the eastern end of the Green Island Bridge, in the Riverfront Office Building at the corner of 4th Street and Federal Street, on the first floor. Enter via parking lot entrance on Federal Street. Parking is free.

Hours

The hours of operation **for all three** Social Security Offices listed above are:

Monday	9:00 AM - 4:00 PM
Tuesday	9:00 AM - 4:00 PM
Wednesday	9:00 AM - 12:00 PM
Thursday	9:00 AM - 4:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

REQUESTING A REPLACEMENT CARD

To request a replacement card, you will need:

- ❑ A completed application (included in the forms folder as **Form 6**), downloadable from <https://www.ssa.gov/forms/ss-5.pdf>, or available at a Social Security office.
- ❑ To collect enough documents to prove your citizenship and identity. Some documents can be used to prove more than one requirement (such as a passport or birth certificate). These documents must be the original or a certified copy. A certified copy will usually have a raised seal on it.

Citizenship

To prove citizenship, you must provide either a **birth certificate** or a **U.S. passport**. Other forms of proof are not accepted. For help getting a birth certificate, see Chapter 1: Birth Certificates, on [page 3](#). You must present an original birth certificate or a certified copy (with a raised seal). No photocopies are acceptable.

Identity

The documents you use to prove your identity will meet the following requirements: they will show your name, identifying information (such as date of birth or age), and preferably a recent photograph. Any documents you bring must be current (that is, not expired). The preferred documents include:

- U.S. driver license
- State issued non-driver ID card
- U.S. passport

If you do not have these documents, or cannot get a replacement for one of them within 10 days of your application, the Social Security Administration will ask to see other documents that meet the requirements listed in the previous paragraph. Some examples of appropriate documents are:

- an employee identification card
- school identification card
- health insurance card (not a Medicare card)
- U.S. Military Identification Card

If you do not have these documents either, you may submit a certified medical record from a hospital or doctor that contains your name and your date of birth (or age). “Certified” means that the custodian (that is, the “keeper”) of those medical records has officially declared that the copy is true and accurate. Speak to a hospital or doctor whom you have visited before to find out more about how their office provides certified medical records.

If you cannot locate your previous medical records from a doctor or hospital, you can try making an appointment with a new doctor for a physical. If you are in the Albany area and do not have health insurance, or cannot afford a physical, you may try calling Koinonia Primary Care.

Koinonia Primary Care, Inc.
533 Clinton Avenue
Albany NY, 12206
(518) 689-0282
<http://koinoniapc.solasus.com/>

FOR MORE INFORMATION

Visit the Social Security Administration website at

<https://www.ssa.gov/ssnumber/>

You can also call the Social Security Administration for more help at

1-800-772-1213.

This is a national helpline number. Often the wait time to speak with a representative can be more than 30 minutes. You can request a call back instead of waiting on hold, but you must provide them with a direct phone number (not an extension). Be prepared for these special circumstances before you call.

APPLYING FOR YOUR FIRST SOCIAL SECURITY CARD

This guide can help you apply for a Social Security card for the first time if you are a citizen born in the United States. The requirements are different for US citizens born in other countries, and for non-citizens with permission to work in the US. To find out more about these requirements, visit the Social Security Administration's website at <https://www.ssa.gov/ssnumber/>, or call a Social Security office near you.

To apply for a Social Security card for the first time, you will need:

- ❑ A completed application (included in the forms folder as **Form 6**), downloadable from <https://www.ssa.gov/forms/ss-5.pdf>, or available at a Social Security office.
- ❑ To collect enough documents to prove your citizenship, age, identity, and that you do not already have a Social Security number. Some documents can be used to prove more than one requirement (such as a passport or birth certificate), but you must submit **at least two documents**. These documents must be the original or a certified copy. A certified copy will usually have a raised seal on it.

Citizenship

To prove citizenship, you must provide either a birth certificate or a U.S. passport. Other forms of proof are not accepted. For help getting a birth certificate, see Chapter 1: Birth Certificates, on [page 3](#).

Age

To prove age, you **must** present your birth certificate, if a birth certificate has ever been created for you. To get a copy of your birth certificate, see Chapter 1: Birth Certificates, on [page 3](#). If **no** birth certificate was ever created, that is the only circumstance in which the Social Security Administration may be able to accept any of the following records as proof of age:

- Religious record made before age 5 showing your date of birth
- U.S. hospital record of your birth
- U.S. passport

Identity

The documents you use to prove your identity will meet the following requirements: they will show your name, identifying information (such as date of birth or age), and preferably a recent photograph. Any documents you bring must be current (that is, not expired). The preferred documents include:

- U.S. driver license
- State issued non-driver ID card
- U.S. passport

If you do not have these documents, or cannot get a replacement of one of them within 10 days of your application, the Social Security Administration will ask to see other documents that meet the requirements listed in the previous paragraph. Some examples of appropriate documents are:

- an employee identification card
- school identification card
- health insurance card (not a Medicare card)
- U.S. Military Identification Card

No Existing Social Security Number

Anyone age 12 or older applying for a Social Security Number for the first time must appear in person for an interview. The Social Security Administration will ask for evidence to show you do not already have a Social Security number.

Examples of documents you can use to prove a Social Security Number was never assigned:

- If you have lived in the United States and you are applying for an original Social Security number, you may be asked for information about the schools you attended or to provide copies of tax records that would show you were never assigned a Social Security number. For more information on getting your school records see [page 37](#). For help getting copies of your tax records, see [page 40](#).
- If you lived outside the United States for an extended period, a current or previous passport, school and/or employment records, and any other record that would show long-term residence outside the United States could be used to show you do not have a Social Security number.

FOR MORE INFORMATION
Visit the Social Security Administration
website at
<https://www.ssa.gov/ssnumber/>

Chapter 3

Non-Driver Photo ID

This guide will help you apply for your first non-driver ID, reapply for an ID if your ID has expired, renew your ID, or request a replacement non-driver ID if your current card has been lost or stolen. It will not address applications for REAL IDs or Enhanced IDs.

The New York State Department of Motor Vehicles (DMV) issues photo identification cards for non-drivers. This section will help you apply for a non-driver photo ID from the New York State DMV only. If you are replacing or renewing a New York State driver license, please see the next chapter (Chapter 4: Driver Licenses) on [page 42](#).

WHO CAN GET A NY NON-DRIVER ID?

To apply for a photo ID card, you must:

- Be a citizen or legal resident of the US
- Be a resident of NY State
- Be able to provide enough documents to verify your identity
 - The NYS DMV uses a point system to help you collect enough documents to verify your name and date of birth. In general you must collect documents worth 6 points from a list of approved documents (included in the forms folder as ID-44). This is discussed in depth on [page 36](#).

WHAT ARE REAL IDS AND ENHANCED IDS?

New laws have been passed that set the standards for the kinds of ID needed to do certain federally-regulated activities. There are now three kinds of IDs that can be issued by New York State:

- **Standard ID:** used for photo identification purposes
- **REAL ID:** used for photo identification purposes, to board an airplane for a flight within the US (as of October 2020), and to enter federal buildings or military bases. The fee to obtain a REAL ID is the same as the cost for a Standard ID.
- **Enhanced ID:** used for everything listed above under “REAL ID,” **and** can be used instead of a passport to cross the US border coming from Canada, Mexico, and some Caribbean countries (but is not acceptable for air traffic between these countries). An Enhanced ID will cost \$30.00 in addition to the regular cost of the ID.

This guide addresses how to get a Standard ID. This is because most users of this guide will not need a REAL or Enhanced ID for daily activities. Your Standard ID will have the phrase “NOT FOR FEDERAL PURPOSES” printed on it. This does not affect your ability to use it as identification. The only time you would need an elevated form of ID is in the situations described above. *Note: You can still board flights after October 2020 using your passport.*

REAL IDs and Enhanced IDs generally require a social security card, birth certificate, proof of New York residence, and proof of identification. For the most part, electronic versions of bills, pay stubs, bank statements and other documents will not be accepted (unlike the rules for a Standard ID). If you do not have trouble producing these additional proofs, you are encouraged to get a REAL ID. Speak to someone at your local DMV, or go to <https://dmv.ny.gov/which-id-right-me> for more information.

EXPIRATION DATES

Usually, your ID expires every 8 years. If you want to find out when your ID expires, you will need to know your ID number. Then you can call the DMV or use the DMV’s website (www.dmv.ny.gov/mydmv) to find out the status of your ID. If you do not know and cannot find out your ID number, you can try the procedure below for replacing your license. The DMV may give you more information about the status of your license while you attempt to replace it.

The procedures and fees for getting a new ID changes depending on which of the following categories your previous ID falls into:

- A) ID not expired – this process is called “**replacing**” your ID
- B) ID expired less than two years – this process is called “**renewing**” your ID
- C) ID expired two years or more, OR you have never had a New York State ID issued by the Department of Motor Vehicles (DMV) – in these situations you must **apply for a completely new ID.**

As you’re looking through this guide, make sure the instructions you’re reading apply to your ID expiration status.

WHERE TO APPLY

If you are applying for the first time, or if your old ID expired more than two years ago, you **must apply** for your non-driver ID card **in person** at a Department of Motor Vehicles (DMV) office. If your ID is current or expired less than two years ago, you can apply in person, online, or by mail.

Another important factor in where you can apply is when your photo was taken. If the photo on your ID is more than 16 years old, you must apply in person so a new photo can be taken.

Apply In Person

The addresses of some Capital Region DMV offices are listed below. Please note that the opening and closing times differ for each location. For faster service, you can make a reservation online before visiting offices in Albany County. (Online reservations are also available in New York City and the following counties: Westchester, Nassau, Suffolk, Rockland, and Onondaga.) Visit the online reservation system here: <https://visit.dmv.ny.gov/onlineReserve/indexB.html>.

Albany

855 Central Avenue • Albany, NY 12206 • Phone: (518) 473-5595

Hours

Monday: 8:30 AM - 4:00 PM	Friday: 8:30 AM - 4:00 PM
Tuesday: 8:30 AM - 4:00 PM	Saturday: Closed
Wednesday: 8:30 AM - 4:00 PM	Sunday: Closed
Thursday: 10:00 AM - 6:00 PM	

Schenectady

267 State Street • Schenectady, NY 12305 • Phone: (518) 381-9181

Hours

Monday: 8:00 AM - 3:45 PM	Friday: 8:00 AM - 3:45 PM
Tuesday: 8:00 AM - 3:45 PM	Saturday: Closed
Wednesday: 8:00 AM - 3:45 PM	Sunday: Closed
Thursday: 8:00 AM - 3:45 PM	

Troy

1600 Seventh Ave • Troy, NY 12180 • Phone: (518) 270-2600

Hours

Monday: 8:30 AM - 4:15 PM	Friday: 8:30 AM - 4:15 PM
Tuesday: 8:30 AM - 4:15 PM	Saturday: Closed
Wednesday: 8:30 AM - 4:15 PM	Sunday: Closed
Thursday: 8:30 AM - 7:15 PM	

Apply Online (replacing or renewing only)

The online application process to replace an ID can be found on the DMV's website. You must pay with a major credit card.

To **replace** a current ID: <https://transact2.dmv.ny.gov/PhotoDocDuplicate/>.

To **renew** an ID expired no more than two years: <https://transact2.dmv.ny.gov/photodocrenewal/>.

Note: After you pay the application fee, you will be given one chance to download a temporary document. If you need a temporary document immediately, you should make sure you do not start the application process until you are at a computer attached to a printer. Otherwise, you can wait for your ID to come in the mail, which takes approximately 2 weeks.

Apply by Mail (replacing or renewing only)

Complete the application form (MV-44 included in the forms folder as **Form 8** or downloadable at <https://dmv.ny.gov/forms/mv44.pdf>) and gather your proof documents as described below. When applying by mail, photocopies of documents *are* permitted. Payment of fees must be by check or money order, payable to "Commissioner of Motor Vehicles." Do not send cash.

Mail your application, documents and payment to:

NYS Department of Motor Vehicles
207 Genesee Street, Suite 6
Utica, NY 13501-2874

WHERE WILL MY NON-DRIVER ID CARD BE SENT?

Your non-driver ID card will be sent by mail to the address the DMV has on record at the time of the order. If your address has changed, you should indicate that on the MV-44 form so that the DMV can update their records. Whatever address you put on the MV-44 will be the new address printed on your license.

If applying by mail or in person, you may request that your ID card be sent to an alternate address (that is, an address other than the one printed on your ID). If you want your new non-driver ID sent to an alternate address, include an additional note and clearly print the alternate address. Don't write the alternate address on form MV-44. The mailing address you write on form MV-44 will appear on your photo document and your DMV record.

If you are applying online, you may not request your ID to be sent to an alternate address. Your ID card will be mailed to the address that appears on your non-driver ID.

Mailing takes approximately two weeks from the date your application is received.

APPLY (OR REAPPLY) FOR AN ORIGINAL NON-DRIVER PHOTO ID CARD

Use this method if:

You have never had a non-driver photo ID, license, or permit issued by New York State,

OR

Your New York State non-driver ID card, license, or permit expired more than 2 years ago.

What to bring:

You must apply in person at a DMV office. All documents you bring to the DMV must be originals or certified copies. No photocopies will be accepted.

You will need:

- ❑ A filled out application form called “Form MV-44” (included in the forms folder as **Form 8**, downloadable at <https://dmv.ny.gov/forms/mv44.pdf>, or available at your DMV office).
- ❑ Your Social Security card. (For information on getting your Social Security Card, see Chapter 2: Social Security Cards, beginning on [page 20](#).)
 - If you are not eligible for a Social Security card you will need to present the following:
 - A letter from the Social Security Administration (SSA) stating that you are not eligible to have a card. This letter must have been issued within 30 days of your application to the DMV.
 - The Department of Homeland Security determination that was used by the SSA to determine you are not eligible.
- ❑ Proof of name (see [page 36](#)).
- ❑ Proof of date of birth– this is usually done by presenting a certified copy of your birth certificate. (For information on getting a certified copy of your birth certificate, see Chapter 1: Birth Certificates beginning on [page 3](#)).
- If you do not have a certified copy of your birth certificate, you may use the following documents to prove your date of birth:
 - U.S. passport
 - U.S. Military Photo ID Card
 - Out-of-state enhanced driver license, learner permit, or non-driver ID that is current or not expired for more than two years
 - St. Regis Mohawk Tribal Photo ID card
- If you were born outside the U.S. or its territories, consult the table on the ID-44 form (included in the forms folder) for ways to prove your date of birth.

- ❑ Application fee, payable by cash, credit card, or check or money order made out to “Commissioner of Motor Vehicles.”
 - **The fee (and the expiration date) of your non-driver ID card changes depending on when your next birthday is:**
 - If your next birthday is within the next 6 months: \$9.00.
This ID will be valid for 4 years.
 - If your next birthday is more than 6 months away: \$13.00.
This ID will be valid for 8 years.
 - If you are age 62 or older, the fee is \$6.50.
This ID will be valid for 10 years.
 - **If you receive SSI, you are eligible for a reduced-fee ID that is valid for 10 years. If you are under 62 and receive SSI the fee is \$6.50. If you are 62 or older and receive SSI, there is NO fee.**
 - Bring an original (not a photocopy) of one the proofs of SSI listed below to qualify for a reduced fee:
 - *Award letter*
 - *Cost of Living Adjustment (COLA) letter*
 - *Notice of change in payment (SSA-L8151)*
 - *Third Party Query (TPQY) letter*
 - *Report of Confidential Social Security Information (SSA-2258)*
 - *Benefit Verification letter (you must call the Social Security Administration in advance to obtain this letter: 1-800-772-1213)*

First time application checklist:

- ❑ Completed application form (MV-44)
- ❑ Social Security card OR proof you are not eligible for one
- ❑ Birth Certificate OR other proof of date of birth
- ❑ Proof of name totaling 4 points
(See [page 36](#))
- ❑ Application fee (and, if applicable, proof you receive SSI)

It will take about 2 weeks for your ID to come in the mail to the address you entered on your application. If it has been more than two weeks since you applied for your ID and you still have not received it, contact the DMV.

FOR MORE INFORMATION

Visit the DMV’s website at <https://dmv.ny.gov/id-card/bget-non-driver-id-card-ndid> for more information about getting a non-driver ID card.

The MV-44 form is included in the forms folder as Form 8 and available for download at <https://dmv.ny.gov/forms/mv44.pdf>.

The ID-44, containing the table of acceptable proofs of identity and date of birth is included in the forms folder and available online at: <https://dmv.ny.gov/forms/id44.pdf>.

REPLACING NON-DRIVER PHOTO ID CARD

Use this method if:

Your New York State non-driver ID card, license, or permit is **current**.

What to bring:

All documents you bring to the DMV must be originals or certified copies. No photocopies will be accepted in person. However, if you are applying by mail, you must **ONLY** submit photocopies, as the documents will not be returned to you.

You will need:

- ❑ A filled out application form, called “Form MV-44” (included in the forms folder as **Form 8**, downloadable at <https://dmv.ny.gov/forms/mv44.pdf>, or available at your DMV office).
- ❑ Proof of name (see list on [page 36](#), or the ID-44 table in the forms folder). The New York State DMV uses a point system to determine what makes up enough evidence to prove your name. Each document is worth a different number of points. You must bring documents that total 6 points. For replacements and renewals, note the following additional sources of proof of name:
 - As long as it has not been expired more than 2 years, an old license, permit, or non-driver ID, will count for **6 points**. If you have your old license, permit, or non-driver ID, this will be the easiest way to prove your identity.
 - Since you do not have to present your Social Security Card to get a replacement non-driver ID, you can use it for a total of **2 points** toward proof of name, in addition to the items on the list on [page 36](#).
- ❑ Application fee, payable by cash, credit card, or by check or money order made out to “Commissioner of Motor Vehicles.”
 - In general the fee is **\$8.00**.
 - If you are age 62 or older, the fee is **\$6.50**.
 - If you receive SSI, you can qualify for a reduced fee. If you are under 62 and receive SSI the fee is **\$6.50**. If you are 62 or older and receive SSI, there is **NO fee**.
 - Bring an original (not a photocopy) of one the proofs of SSI listed below to qualify for a reduced fee:
 - *Award letter*
 - *Cost of Living Adjustment (COLA) letter*
 - *Notice of change in payment (SSA-L8151)*
 - *Third Party Query (TPQY) letter*
 - *Report of Confidential Social Security Information (SSA-2258)*
 - *Benefit Verification letter (you must call the Social Security Administration in advance to obtain this letter: 1-800-772-1213)*

Replacement Application Checklist:

- ❑ Completed application form (MV-44, included in the forms folder as **Form 8**)
- ❑ Proof of name totaling 6 points
- ❑ Application fee (and if applicable, proof you receive SSI)

FOR MORE INFORMATION

Visit the New York State Department of Motor Vehicles non-driver ID replacement information page at:

<https://dmv.ny.gov/id-card/replace>

The MV-44 application form is also available for download from:

<https://dmv.ny.gov/forms/mv44.pdf>

RENEW A NON-DRIVER ID

Use this method if

You had a New York State driver license, permit, or non-driver ID, but it has been expired for less than two years.

What to bring:

You will need:

- ❑ Your Renewal Notice OR the general application form (MV-44) (included in the forms folder as **Form 8**, downloadable at <https://dmv.ny.gov/forms/mv44.pdf>, or available at your DMV office).
 - Renewal Notice: When it is time to renew your ID, the DMV will send a renewal notice in the mail to the address they have on file for you (usually the address printed on your last ID card). If you have this notice, fill it out and return it in the envelope provided, along with payment (below). If you do not have your renewal notice, just fill out the MV-44 (**Form 8** in the forms folder).
- ❑ Your expired non-driver ID or license, OR proof of name (see list on [page 36](#), or the ID-44 table in the forms folder). The New York State DMV uses a point system to determine what makes up enough evidence to prove your name. Each document is worth a different number of points. You must bring documents that total **6 points**. For replacements and renewals, note the following additional sources of proof of name:
 - As long as it has not been expired more than 2 years, an old license, permit, or non-driver ID, will count for **6 points**. If you have your old license, permit, or non-driver ID, this will be the easiest way to prove your identity.
 - Since you do not have to present your Social Security Card to get a replacement non-driver ID, you can use it for a total of **2 points** toward proof of name, in addition to the items on the list on [page 36](#).
- ❑ Application fee, payable by cash, credit card, or by check or money order made out to “Commissioner of Motor Vehicles.”
 - In general the fee is **\$8.00**.
 - If you are age 62 or older, the fee is **\$6.50**.
 - If you receive SSI, you can qualify for a reduced fee. If you are under 62 and receive SSI the fee is **\$6.50**. If you are 62 or older and receive SSI, there is **NO fee**.
 - Bring an original (not a photocopy) of one the proofs of SSI listed below to qualify for a reduced fee:
 - *Award letter*
 - *Cost of Living Adjustment (COLA) letter*
 - *Notice of change in payment (SSA-L8151)*
 - *Third Party Query (TPQY) letter*

- *Report of Confidential Social Security Information (SSA-2258)*
- *Benefit Verification letter (you must call the Social Security Administration in advance to obtain this letter: 1-800-772-1213)*

Renewal Checklist

- Completed renewal notice or MV-44 application form
- Expired non-driver ID or license, OR proof of name totaling 6 points.
- Application Fee

FOR MORE INFORMATION

Visit the New York State Department of Motor Vehicles non-driver ID renewal page at:

<https://dmv.ny.gov/id-card/renew>

The MV-44 is downloadable from:
<https://dmv.ny.gov/forms/mv44.pdf>
and included in the forms folder as **Form 8.**

PROOF OF NAME

The New York State DMV uses a point system to determine what makes up enough evidence to prove your name. Each document is worth a different number of points. You must bring documents that total **6 points**.

Note: When applying for the first time, you must present your Social Security card, which is worth **2 points**. Therefore you will only need to assemble documents worth **4 points** from the list below.

The table that shows the point value of different proofs of identity is called the ID-44. The ID-44 is located in the forms folder, but a summary of the “proof of name” information on the ID-44 is below, along with some suggestions about how to obtain the necessary documents.

Documents you can use as proof of name:

- NYS photo driver license, learner permit, or non-driver ID that is current, or not expired for more than 2 years – **6 points**
- U.S. passport – **4 points**
- If you are under the age of 21, your parent or guardian can sign a statement that certifies your identity or residence. This form is called an MV-45, and is worth **4 points**. It is included on in the forms folder as **Form 9**, downloadable at <https://dmv.ny.gov/forms/mv45.pdf>, or available at your DMV office.
 - Your parent or guardian must complete the form with a DMV representative present.
 - Your parent or guardian must be able to verify his or her identity. Generally they ask to see a NY driver license, learner permit, or non-driver ID card. If your parent or guardian does not have any of these available, he or she must meet the same requirements as you do. That is, your parent must prove his or her name with a 4 point document, his or her birth date (as described below) and show a Social Security card.
- Form MV-45A – **4 points**
 - If you are mentally or physically challenged, and you are represented by a government or government-approved facility, you may have your government (or government-approved) representative fill out a form that will verify your identity. Have your representative download form MV-45A from the DMV website and follow the instructions given on the form.
- Form MV-45B – **4 points**
 - If you can be considered homeless or disenfranchised youth and you are represented by a government or government-approved facility, you may have your government (or government-approved) representative fill out a form that will verify your identity. Have your representative download form MV-45B from the DMV website and follow the instructions given on the form.
- U.S. Military Photo ID Card – **3 points**

- NYS Benefit/Medicaid Card
 - WITH photo – **3 points**
 - WITHOUT photo – **2 points**
- NYS or NYC Pistol Permit – **2 points**
- NYS Professional License – **2 points**
- NYS Registration Document (for vehicle or boat) – **2 points**
- NYS Certificate of Title – **2 points**
- Out-of-state IDs
 - Enhanced Driver License/Enhanced Learner Permit/Enhanced Non-Driver ID which is current or not expired more than 2 years – **2 points**
 - Regular photo driver license issued by a US State or Canadian Province which is current or not expired more than 2 years – **2 points**
- St. Regis Mohawk Tribal Photo ID card – **2 points**
- US Military Dependent ID card – **2 points**
- US College ID card with photo and official transcript – **2 points**
 - You can order your transcript from any college or university you attended, even if you did not graduate there.
- US High School ID card with Report Card – **2 points**
- US High School Diploma or GED – **1 point**
 - High School Diploma – only the high school you attended can give you a copy of your high school diploma. You must contact your high school for more information. Many high schools do not give duplicate diplomas, but transcripts. Transcripts are also accepted by the DMV. See below for information about how to obtain your transcript from some area schools:
 - **Albany High School:** Call the Registrar's Office at (518) 475-6128.
 - *Provide name (and maiden name if applicable), date of birth, graduation year (or if you did not graduate, the year you left school). If you attended more than one high school, give the names of all schools attended.*
 - *Searches take 7-10 business days*
 - *Transcripts can be picked up in person or mailed to an address you provide.*

- **Schenectady High School** (or other high schools in Schenectady County): Call Schenectady High School's main number, (518) 881-2044 and select Option 2. You may also request your transcript by fax or mail, by providing a signed request for your transcript which includes the required information.
 - *Provide name (and maiden name if applicable), and the name of the school or schools you attended.*
 - *The transcript can be picked up in person, or delivered to you via mail or fax, if you provide an address or fax number at which you can be reached.*
 - *In-person pickups usually require identification. If you do not have a photo ID, a birth certificate or Social Security card should be sufficient. If you do not have any form of identification, call to discuss your situation with the office. Depending on the year you attended, the school may be able to verify your identity by looking up your school photograph in their electronic records.*
- **Troy High School:** Call the High School Guidance Office at (518) 328-5461.
- GED – The New York State Department of Education can give you a copy of your GED diploma
- US marriage record, OR divorce record, OR court-issued name change decree – **2 points**
 - You can only submit ONE of these documents.
 - You can get a copy of your marriage or divorce record through the New York State Department of Health. These may cost \$30-\$45. You will also need to prove your identity to receive these documents, using the same requirements listed on [page 5](#).
 - Visit the NYSDOH website at https://www.health.ny.gov/vital_records/, or call 1-855-322-1022 for more information about ordering marriage or divorce records.
 - The town or city clerk in the town or city where you received your marriage license should also be able to provide you with your marriage certificate. This may be a less expensive option (around \$10). Call your city/town/village clerk for more information, as requirements and procedures vary by town. You will generally need to prove your identity with a photo ID.
 - The county clerk of the county in which you were granted a divorce will be able to give you a certified copy of your divorce decree for a fee (\$5 in Albany County, but this will vary by county). You will generally need a photo ID to get a copy of your divorce decree. NYS DOCCS Released Offender Identification Cards are acceptable, as long as they include a photo. A birth certificate or Social Security card will not be accepted.
 - There is another record called a divorce certificate. A divorce certificate is different from a divorce decree. A divorce certificate does not count. You must get a copy of the divorce decree.
 - Your court-issued name change decree should be on file with the county clerk in the county where you applied for the name change. There may be a fee to get a certified copy, which will vary by county.

- US Computer-printed pay stub – **1 point**
 - Must have your pre-printed name and your signature
 - Can be from any state
 - Does not have to be current
- US Employee ID Card – **1 point**
 - Can be from any state
 - Does not have to be current
- US Supermarket Check Cashing card – **1 point**
 - Must have your signature and pre-printed name
- US Union Card – **1 point**
 - Card may be from another state
 - If you have lost your union card, ask the union for help getting a duplicate. Even if you no longer have that union job, you may be a member for life.
- US Health Insurance or Prescription Card – **1 point**
- US Life Insurance Policy that has been in effect for at least 2 years – 1 point
 - Your life insurance policy carrier should be able to give you a copy of your policy.
 - Check with your parents or spouse to see if they ever had a life insurance policy in your name.
- US Utility Bill with name and address – **1 point**
 - This must be a bill for a recurring service (examples: home or cell phone bill, electric/gas bill, trash bill, water bill, cable bill) that contains your name and address.
 - Only one utility bill per applicant can be accepted.
 - If you usually view your bills online, you can print out a copy to bring with you to the DMV.
- Veteran's Universal Access Photo ID card – **1 point**
 - A Veterans' Identification Card (VIC) is available online at vets.gov. It may take 60 days to receive your VIC. You can also apply for a VIC from the Department of Veterans Affairs.
 - The VA Hospital may also be able to supply photo identification for VA members. For more information contact your local VA hospital.
- Federal or New York State Income Tax W-2 form that contains your Social Security number – **1 point**
 - Can be from any state
 - Does not have to be current or recent

- You can try calling the payroll department (or payroll provider) of an old employer and requesting that a copy of your W-2 be mailed to you. You may need to know your Social Security number.
- You can order a transcript from the IRS which will have your W-2 information on it. There is no fee.
 - Order by phone: 1-800-908-9946
 - Order online at: <https://www.irs.gov/individuals/get-transcript>
 - You can also use the link above to order a copy of your transcript that will be sent to you by mail.
 - A copy of the form 4506-T is included in the forms folder as **Form 10** if you would like to mail your transcript request. You can also download the form at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- One of the following financial items – **1 point**:
 - US Bank Statement
 - US Cancelled Check (with your name on it)
 - US Cash Card/ATM card (with your signature and pre-printed name on it)
 - Some banks can give you a card the same day you open an account
 - Valid Major US Credit Card
 - Note 1: DMV will not accept more than one document of the same type of proof. For example, 3 major credit cards count as one credit card.
 - Note 2: Only one of these items can be submitted from any financial institution. For example, a bank statement and a cancelled check from the same bank count as one point. However a bank statement from Bank A and a cancelled check from Bank B are both acceptable, and will count as 1 point each for a total of 2 points. You can earn up to 3 points from financial documents.
- If you were born outside the US, please refer to the ID-44 form included in the forms folder for more ways to prove your identity.

PROOF OF NAME FOR RECENTLY RELEASED OFFENDERS

If you have been recently released from a correctional facility, there is a special procedure in place to help you get an ID from the DMV. You do not need to use the point system described above. Upon release, you will receive a NYS Department of Corrections and Community Supervision Released Offender Identification Card. This card will have your photo, information, and an expiration date on it. You must visit the DMV *before the expiration date* on your Released Offender Identification Card. If your Released Offender Identification Card has expired, there is no guarantee the DMV will be able to use it as proof of your name.

You will need:

- ❑ Your DOCCS-issued, unexpired Released Offender Identification Card.
- ❑ Your birth certificate (an original or certified copy, not a photocopy).
- ❑ Your Social Security card (an original, not a photocopy).
- ❑ Your parole release papers. If you are not released with parole papers, you must obtain a letter from the Superintendent of your correctional facility upon release.
- ❑ If you have changed your name due to marriage, you must bring your marriage certificate. (If you have changed your name for other reasons, you will need to bring a certified copy of the Name Change Order signed by the court. See above, [page 38](#))

You will then exchange your Released Offender Identification Card for an ID provided by the DMV.

Chapter 4

Driver Licenses

This guide will help you replace your current driver license if it has been lost or stolen, or renew your driver license if it has been expired for less than two years. It will not cover new applications, or REAL or Enhanced IDs, or restoration of driving privileges after a suspension or revocation.

The New York State Department of Motor Vehicles (DMV) issues driver licenses. This section will help you renew or replace a driver license that is current or not expired for more than two years. This guide is meant to assist people seeking documents to verify their identity. If your license has been expired longer than two years, it will be faster and easier to get a non-driver ID for photo identification purposes. To get a non-driver ID, please see the previous section (Chapter 3: Non-Driver Photo IDs) on [page 26](#).

If you need a driver license for driving privileges, you must apply and pay for a learner permit, pass a written test and a vision test, have supervised driving practice, take a driver education course, schedule and pass a road test, and then pay fees to exchange your learner permit for a driver license. These steps are beyond the scope of this guide, but you can find more information about getting a driver license from your DMV office or from the DMV website at <https://dmv.ny.gov/driver-license/get-driver-license>.

This guide also cannot assist you if your driving privileges have been suspended or revoked by the DMV. If you are in need of photo identification, it will be faster and easier to apply for a non-driver ID. What you need to do to restore your driving privileges will depend on the reason your privileges were taken away in the first place. To find out why your license status has changed, you should call the DMV. For more information about restoring your driving privileges after a suspension or revocation, speak to a representative from the DMV, or visit the DMV website at <https://dmv.ny.gov/tickets/suspensions-and-revocations> and <https://dmv.ny.gov/tickets/restore-license-after-revocation>.

WHAT ARE REAL IDS AND ENHANCED IDS?

New laws have been passed that set the standards for the kinds of ID needed to do certain federally-regulated activities. There are now three kinds of IDs that can be issued by New York State:

- Standard ID: used for photo identification purposes
- REAL ID: used for photo identification purposes, to board an airplane for a flight within the US (as of October 2020), and to enter federal buildings or military bases. The fee to obtain a REAL ID is the same as the cost for a Standard ID.
- Enhanced ID: used for everything listed above under REAL ID, **and** can be used instead of a passport to cross the US border coming from Canada, Mexico, and some Caribbean countries (but is not acceptable for air traffic between these countries). An Enhanced ID will cost \$30.00 in addition to the regular cost of the ID.

This guide addresses how to get a Standard license. This is because most users of this guide will not need a REAL or Enhanced ID for daily activities. Your Standard driver license will have the phrase “NOT FOR FEDERAL PURPOSES” printed on it. This does not affect your ability to use it as identification. The only time you would need an elevated form of ID is in the situations described above. *Note: You can still board flights after October 2020 using your passport.*

REAL IDs and Enhanced IDs generally require a social security card, birth certificate, proof of New York residence, and proof of identification. For the most part, electronic versions of bills, pay stubs, bank statements and other documents will not be accepted (unlike the rules for a Standard ID). If you do not have trouble producing these additional proofs, you are encouraged to get a REAL ID. Speak to someone at your local DMV, or go to <https://dmv.ny.gov/which-id-right-me> for more information.

EXPIRATION DATES & LICENSE STATUS

Usually, your license expires every 8 years. If you want to find out when your license expires, you will need to know your license number. Then you can call the DMV or use the DMV’s website (www.dmv.ny.gov/mydmv) to find out the status of your license. If you do not know and cannot find out your license number, you can try the procedure below for replacing your license. The DMV may give you more information about the status of your license while you attempt to replace it.

The procedures and fees for getting a new license change depending on which of the following categories your previous license falls into:

- A) License not expired – this process is called “**replacing**” your license
- B) License expired less than two years – this process is called “**renewing**” your license. You may also renew your license up to one year before its expiration date.
- C) License expired more two years or more, OR you never had a New York State driver license – in these situations you must **apply for a completely new driver license**, starting with the learner permit process. As described above, this situation falls outside the scope of this guide. Please consult the DMV.
- D) Driving privileges suspended or revoked – this process is called “**restoring**” your license. As described above, this situation falls outside the scope of this guide. Please consult the DMV.

As you’re looking through this guide, make sure the instructions you’re reading apply to your license’s expiration status.

WHERE TO APPLY

In general, you can apply to replace or renew your license in person, online, or by mail. However, if the photo on your license is more than 16 years old, you must apply in person so a new photo can be taken.

Apply In Person

The addresses of some Capital Region DMV Offices are listed below. Please note that the opening and closing times differ for each location. For faster service, you can make a reservation online before visiting offices in Albany County. (Online reservations are also available in New York City and the following counties: Westchester, Nassau, Suffolk, Rockland, and Onondaga.) Visit the online reservation system here: <https://visit.dmv.ny.gov/onlineReserve/indexB.html>

If you apply in person, the fee can be paid by credit or debit card, or by check or money order made out to “Commissioner of Motor Vehicles.” Major credit/debit cards are accepted, including American Express, Discover, MasterCard and Visa. MasterCard and Visa debit cards are accepted without PIN numbers.

Albany

855 Central Ave • Albany, NY 12206 • Phone: (518) 473-5595

Hours

Monday: 8:30 AM - 4:00 PM	Friday: 8:30 AM - 4:00 PM
Tuesday: 8:30 AM - 4:00 PM	Saturday: Closed
Wednesday: 8:30 AM - 4:00 PM	Sunday: Closed
Thursday: 10:00 AM - 6:00 PM	

Schenectady

267 State Street • Schenectady, NY 12305 • Phone: (518) 381-9181

Hours

Monday: 8:00 AM - 3:45 PM	Friday: 8:00 AM - 3:45 PM
Tuesday: 8:00 AM - 3:45 PM	Saturday: Closed
Wednesday: 8:00 AM - 3:45 PM	Sunday: Closed
Thursday: 8:00 AM - 3:45 PM	

Troy

1600 Seventh Ave • Troy, NY 12180 • Phone: (518) 270-2600

Hours

Monday: 8:30 AM - 4:15 PM	Friday: 8:30 AM - 4:15 PM
Tuesday: 8:30 AM - 4:15 PM	Saturday: Closed
Wednesday: 8:30 AM - 4:15 PM	Sunday: Closed
Thursday: 8:30 AM - 7:15 PM	

Apply Online

The online application process to replace or renew online can be found on the DMV's website. You must pay with a major credit card.

To **replace** a current license that has been lost or stolen, visit: <https://transact2.dmv.ny.gov/photoduplicate/>

To **renew** an ID expired no more than two years: <https://transact2.dmv.ny.gov/photodocrenewal/>

Note: After you pay the application fee, you will be given one chance to download a temporary document. If you need a temporary document immediately, you should make sure you do not start the application process until you are at a computer attached to a printer. Otherwise, you can wait for your license to come in the mail, which takes approximately 2 weeks.

Apply by Mail

Complete the application form (MV-44, included in the forms folder as **Form 8**) and gather your proof documents and fees as described in the applicable section below. When applying by mail, photocopies of documents are required. Do not mail originals, as they will not be returned to you. Payment of fees must be by check or money order, payable to "Commissioner of Motor Vehicles." Do not send cash.

Mail your application, documents and payment to:

NYS Department of Motor Vehicles
207 Genesee Street, Suite 6
Utica, NY 13501-2874

WHERE WILL MY LICENSE BE SENT?

Your license will be sent by mail to the address the DMV has on record at the time of the order. If your address has changed, you should indicate that on the MV-44 form so that the DMV can update their records. Whatever address you put on the MV-44 will be the new address printed on your license.

If applying by mail or in person, you may request that your replacement license be sent to an alternate address (that is, an address other than the one printed on your license). If you want your new driver license sent to an alternate address, include an additional note and clearly print the alternate address. Don't write the alternate address on form MV-44. The mailing address you write on form MV-44 will appear on your photo document and your DMV record.

If you are applying online, you may not request your license to be sent to an alternate address. Your license will be mailed to the address that appears on your license.

Mailing takes approximately two weeks from the date your application is received.

REPLACING A LICENSE

To replace a lost or stolen license that is not expired, you will need:

- ❑ A completed application form (MV-44, included in the forms folder as **Form 8**, downloadable at <https://dmv.ny.gov/forms/mv44.pdf>, or available at your DMV office).
- ❑ Proof of name totaling 6 points from the list on **page 36**.
 - Note: In addition to the items on the list on [page 36](#), you may also show your Social Security card, which is worth **2 points**. Your Social Security card is recommended but not required.
- ❑ **Application Fee: \$17.50**. Acceptable payment methods will be different depending on how you apply (in person, by mail, online). See the relevant sections above for information on which payment to use.

RENEWING A LICENSE

You can renew a license up to one year before it expires, and up to two years after it expires.

To renew your license, you will need:

- ❑ Your Renewal Notice OR the general application form (MV-44, included in the forms folder as **Form 8**, downloadable at <https://dmv.ny.gov/forms/mv44.pdf>, or available at your DMV office).
 - Renewal Notice: When it is time to renew your license, the DMV will send a renewal notice in the mail to the address they have on file for you (usually the address printed on your most recent license). If you have this notice, fill it out and return it in the envelope provided, along with payment (see below). If you do not have your renewal notice, just fill out the MV-44 form instead.
- ❑ Your current license OR proof of name totaling **6 points** from the list on [page 36](#).
 - In addition to the items on the list on [page 36](#), you may also show your Social Security card, which is worth **2 points**. You are not required to bring your Social Security card.
- ❑ To pass a vision test.
 - The DMV will administer the vision test for free if you renew in person at the DMV. This is likely the fastest and least expensive way to have your vision test completed.
 - You can have your vision tested somewhere else instead, and provide proof of this test to the DMV. You may have your vision test done:
 - By an approved vision registry provider. Many pharmacies and eye care specialists are on the DMV's approved registry. This means that they will test your vision and supply you with a document to bring to the DMV. There are 55 different approved providers within 15 miles of the 12207 zip code. Many of these are located at a Price Chopper or Hannaford Supermarket Pharmacy. If you have internet access, you can

use the DMV's online vision test locator at <https://dmv.ny.gov/vision-registry-locator> to find an approved provider nearest you. If you do not use the online locator, call ahead to the supermarket pharmacy or eye care specialist you plan to visit to find out if they are DMV-approved vision registry providers.

- By another provider who must fill out a Vision Test Report Form (MV-619) for you to return to the DMV. The MV-619 is included in the forms folder as **Form 11**, downloadable from <https://dmv.ny.gov/forms/mv619.pdf>.
- The application fee. For class D or DJ licenses (most non-commercial licenses are class D) the fee is **\$64.50**. This fee cannot be waived. Acceptable methods of payment vary depending on how you are applying for renewal (in person, by mail, or online). See these sections above for appropriate forms of payment.
 - Other classes of licenses cost more. For a full chart of license classes and costs, visit the DMV's website at <https://dmv.ny.gov/driver-license/renew-license>, or call a DMV office.
 - Residents of most downstate counties (near New York City) and New York City boroughs will need to pay an additional fee, which changes depending on the class of your license.

Chapter 5

Notarization and Forms of Payment

This chapter will address how to get a document notarized and how to handle certain methods of payment.

GETTING A DOCUMENT NOTARIZED

What does “notarized” mean?

Some agencies require that the paperwork you give them be notarized. Notarized means signed by a notary public (usually called a “notary”). A notary is a person designated by the state to be an official witness to important documents.

A notary public must follow certain procedures before he or she can witness your signature. The purpose of these procedures, and the purpose of requiring a document be signed by a notary, is to guard against fraud. The procedures always include verifying your identity. Sometimes, depending on the type of document you are signing, the notary will ask you to swear that the information provided in the document is true to the best of your knowledge.

Identity and notarization

The law requires that a notary have “satisfactory evidence that the person making it is the person described in and who executed such instrument.” That means that the notary must verify that you are who you say you are before he or she can witness your signature. The law does not say what evidence is required. In general, notaries want to see a license, passport, or other state-issued ID before they will sign your document. If you do not have a state-issued ID, you can try to present other evidence of your identity. If you have a another photo ID, birth certificate, Social Security card, inmate ID, or other

evidence of identity, you may present it to the notary to see if they will accept it, but they do not have to. The only form of ID they must accept is a state-issued ID.

Where do I find a notary?

Many different kinds of places have a notary on staff. You should call ahead if possible to determine whether a notary will be available, and what hours he or she will be there.

Bank – You can most likely get something notarized at a bank where you have an account. You can try asking a bank for notary services even if you do not have an account there.

Library – many public libraries offer notary services.

Government Offices – Government offices, like a town or city clerk, city hall, or county court often have notaries on staff. Some agencies that require their forms to be notarized will have a notary on staff, or require their clerks to be notaries.

Shipping Stores – Places like The UPS Store and FedEx have notary services as well.

How much does it cost?

In New York State, the law has set a maximum fee of \$2.00 for notary services. Sometimes this means \$2.00 per signature, and sometimes it means \$2.00 per document. Many notaries do not charge at all. When you speak to someone at a bank, library, shipping store, or government office, be sure to ask whether they will charge a fee.

FORMS OF PAYMENT

Each agency discussed in this guide has rules for what form of payment they accept. Here are some tips when using each form of payment:

Cash – some agencies will let you pay with cash in person, but NONE of them will let you pay with cash if you are mailing your application. As a rule, do not put cash in the mail, because it is easily stolen.

Credit/Debit card – Many agencies will take your credit/debit card information over the phone, or swipe your card in person. Payment by credit/debit card is not allowed via mail. In some cases there is an additional processing fee if you choose to pay by credit/debit card. These fees are noted in this guide wherever applicable. If you are unsure whether an agency will charge you more to use your credit/debit card, ask a representative before your card is charged.

Personal Check – This refers to a check written from your personal checking account, with your name pre-printed on the top. Some government agencies cannot accept a personal check, but many will.

Electronic Funds Transfer (EFT) – If an agency accepts this method, it means they can wire money directly from your personal checking account. You will need your checking account number and your bank routing number. Your bank routing number is a 9-digit number found printed on the bottom of checks from your personal checking account. The account number is usually a 10-12 digit number, and it is printed on the bottom of your checks directly after the routing number.

Certified Bank Check – you can get a certified bank check at any bank where you have an account. When you request a certified bank check, the bank sets aside money from your bank account, and will only use those funds to pay the certified check. Once the certified check is written, you will not be able to access that amount of money.

Money Order – You can get a money order at many chain supermarkets and convenience stores, banks and credit unions, or at the Post Office. You get a money order by paying the amount of the check up front (usually with cash, a debit card transaction using your PIN, or a cash advance on your credit card). Before you go into a store to get a money order, you may want to be prepared with the name of the person or agency you want the money order made out to. Sometimes the person printing the money order can add the payee's name. A money order with the payee line blank is easily stolen, much like cash.

Forms Folder Guide

Birth Certificate Forms:

Form 1: New York State Department of Health birth certificate application form (DOH 4380) -- <https://www.ny.gov/sites/ny.gov/files/atoms/files/doh-4380.pdf>

Form 2: New York City Department of Health and Mental Hygiene department of Vital Records birth certificate application form (VR 67) -- <http://www1.nyc.gov/assets/doh/downloads/pdf/vr/birth1.pdf>

Form 3: Attorney Authorization form for New York City Department of Health and Mental Hygiene (VR 210) – <https://www1.nyc.gov/assets/doh/downloads/pdf/vr/birth-certificate-attorney-app.pdf>

Form 4: Application to Local Registrar for Copy of Birth Record (Used by City of Albany and City of Troy) -- https://www.albanyny.gov/files/Forms/Government/CityClerk_Forms/Birth%20Record%20Form.pdf

Form 5: City of Schenectady Application for Copy of Birth Record -- <http://www.cityofschenectady.com/DocumentCenter/Home/View/199>

Social Security Card Forms:

Form 6: Application for a Social Security Card -- <https://www.ssa.gov/forms/ss-5.pdf>

DMV Forms:

Form 7: ID-44 --Proofs of Identity for the DMV --<https://dmv.ny.gov/files/id44pdf>

Form 8: MV-44 -- Application for Permit, License, or Non-Driver ID Card -- <https://dmv.ny.gov/forms/mv44.pdf>

Form 9: MV-45 – Statement of Identity and/or Residence by Parent/Guardian -- <https://dmv.ny.gov/forms/mv45.pdf>

Form 10: 4506-T – Request for Transcript of Tax Return -- <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Form 11: MV-619 Vision Test Report Form -- <https://dmv.ny.gov/forms/mv619.pdf>