

Document Replacement Checklist

FEDERAL RECORDS	
Social Security card:	Agency: Social Security Administration Info Link: www.ssa.gov/number-card/replace-card  Log into SSA.gov and follow the instructions to request a replacement card. <i>Note: You may still be required to go in person to a Social Security office to present the required documents.</i>  Call 800-772-1213 (TTY 800-325-0778). Available Monday-Friday, 8 a.m. to 7 p.m. <i>Note: You may still be required to go in person to a Social Security office to present the required documents.</i>  Print, complete, and take Form SS-5, Application for a Social Security Card and required proof (see below) to your local Social Security office. How long it will take: The replacement card should arrive 5 to 10 business days after you complete your application and visit a local office with your documents. Things to Know About Providing Documentation and Proof: • The SSA requires <u>original</u> documents or copies <u>certified by the agency</u> that issued them. All documents must also be <u>current</u> (not expired). • They <u>will not</u> accept photocopies or notarized copies, or a receipt showing you applied for the document. • If you cannot get an original or certified copy of a required document, the SSA may accept another kind of proof. See the "Alternate Proof" section. • When completing the application, you must use the sex / gender assigned at birth, even if other documents reflect a different sex or gender. <u>Documents you must show</u> before SSA will give you a replacement card: ► For YOURSELF: ☐ <u>Proof of U.S. citizenship or immigration status:</u> One (1) of the following: ○ Certified U.S. birth certificate ○ Current (unexpired) U.S. passport ○ Certificate of naturalization (N-550/N-570) ○ Certificate of citizenship (N-560/N-561) ○ Certificate of Report of Birth (DS-1350) ○ Consular Report of Birth Abroad (FS-240, CRBA) ○ Lawful Permanent Resident Card ("Green Card") (Form I-551) ○ Employment Authorization Document (EAD) ("work permit") (I-766). ○ Arrival/Departure Record (I-94) ○ Admission stamp in your unexpired foreign passport ☐ <u>Proof of identity:</u> One (1) of the following: ○ Current U.S. driver's license ○ Current state-issued non-driver identification card ○ Current U.S. passport ► For another ADULT: ☐ <u>Proof of THEIR U.S. citizenship or immigration status:</u> One (1) of the following: ○ Certified U.S. birth certificate ○ Current (unexpired) U.S. passport ○ Certificate of naturalization (N-550/N-570) ○ Certificate of citizenship (N-560/N-561)

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► For a CHILD:	○ Certificate of Report of Birth (DS-1350) ○ Consular Report of Birth Abroad (FS-240, CRBA) ○ Lawful Permanent Resident Card ("Green Card") (Form I-551) ○ Employment Authorization Document (EAD) ("work permit") (I-766). ○ Arrival/Departure Record (I-94) ○ Admission stamp in your unexpired foreign passport ☐ <u>Proof of THEIR identity:</u> One (1) of the following: ○ Current (unexpired) current U.S. passport ○ Current U.S. driver's license ○ Current state-issued non-driver identification card ○ Current (unexpired) U.S. passport ☐ <u>Proof of YOUR identity:</u> One (1) of the following: ○ Current (unexpired) U.S. passport ○ Current U.S. driver's license ○ Current state-issued non-driver identification card ☐ <u>Proof of your custody/responsibility for this adult.</u> Examples: ○ Certified Letters of Guardianship ○ Original or certified copy of the letter from a government agency placing individual in your household ○ Other documents that show your relationship and responsibility ☐ <u>Proof of why the other adult is unable to file on his/her behalf.</u> Examples: ○ Letters of Guardianship or Order for appointment of a guardian or conservator ○ Signed statement or letter from a licensed physician, mental health professional, or administrator for the care facility where the other adult resides ☐ <u>Proof of the CHILD'S citizenship or immigration status:</u> One (1) of the following: ○ Certified U.S. birth certificate ○ Current (unexpired) U.S. passport ○ Certification of Report of Birth (DS-1350) ○ Consular Report of Birth Abroad (FS-240, CRBA) ○ Certificate of citizenship (N-560/N-561) ○ Lawful Permanent Resident Card ("Green Card") (Form I-551) ○ Employment Authorization Document (EAD) ("work permit") (I-766) ○ Arrival/Departure Record (I-94) ○ Admission stamp in your unexpired foreign passport ☐ <u>Proof of the CHILD'S identity:</u> One (1) of the following showing the child's name, identifying information (i.e., age, date of birth, or parent's names), and a recent photograph (if at all possible): ○ Current (unexpired) U.S. passport (preferred) ○ Current U.S. driver's license ○ Current state-issued non-driver identification card ○ Adoption decree ○ Certified doctor, clinic, or hospital record ○ Religious record ○ School identification card ○ Daycare center record ☐ <u>Proof of YOUR identity:</u> One (1) of the following: ○ Current (unexpired) U.S. passport
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► Alternate Proof:	○ Current U.S. driver's license ○ Current state-issued non-driver identification card □ <u>Proof of your custody/responsibility for the child.</u> Examples: ○ Certified copy of the child's birth certificate naming you as the child's parent ○ Court order relating to custody ○ Certified Letters of Guardianship ○ Original letter from a government agency placing the child in your household ○ Rental agreement showing the child in your household ○ Other documents that show your relationship and responsibility If you do not have a required document listed above, and you cannot get a replacement within 10 days, you can try using another current ID that includes your name, date or birth (or age), and a recent photograph. Examples: ○ Employee or school identification card ○ U.S. military identification card ○ Health insurance card (other than Medicare)
STATE AND LOCAL RECORDS	
Indiana Driver's License or Identification Card (a/k/a "State ID")	Agency: Indiana Bureau of Motor Vehicles (BMV) Info Link: https://www.in.gov/bmv/licenses-permits-ids/learners-permits-and-drivers-licenses-overview/drivers-license/replacing-a-drivers-license-learners-permit-or-identification-card Cost: \$9.00 + processing fees  Log into myBMV.com and follow the instructions to request a replacement license. If you do not already have a myBMV account, you can create one using: ► Your driver's license number; ► The last four digits of your Social Security number, and ► Your ZIP code.  Go to a BMV branch. You will have to go to a branch if you have to update your address or any other information on the license. How long it will take: The replacement license should arrive about 10 to 14 business days after you complete your request. Things to Know When Requesting a Replacement License: • <u>Replacement vs. New:</u> A replacement license is an exact copy of your current license. If you have moved, changed your name, or need to change any other information on your license, you must visit a BMV branch in person. • <u>If you have MOVED and your address has changed:</u> You must visit a BMV branch and bring hardcopies (printouts) of at least two (2) approved documents showing your new address, such as: ○ Utility bill, credit card statement, medical bill, or hospital bill issued within the last 60 days ○ A bank statement ○ A pre-printed pay stub ○ Your Medicaid or Medicare benefit statement

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	• <u>If you want to change where things are SENT</u>: Your mailing address is the address where the BMV will mail items like license plates, renewal notices, and other mail. This does NOT have to be the same as your residential address. You can update your mailing address online using your myBMV account or by visiting any BMV branch. • <u>If someone else will be picking up your license</u>: Complete the BMV's <i>Limited Power of Attorney – Credential Pick Up</i> form (Form 55328), have it notarized, and give it to the person who will be picking it up for you. • <u>If you are temporarily away from Indiana</u>: You may be able to get a 30-day interim credential allowing you to return to Indiana and obtain a replacement. To obtain a 30-day interim credential: ○ Complete a <i>Request for Interim/Extension License or Military Extension Letter</i> (Form 54580) and have it mailed to the address listed on the form. ○ If you recently renewed or replaced your driver's license, you may also be able to print a paper interim license from your myBMV account.
Birth certificate ► INDIANA:	Birth certificates are maintained by the vital records office or department of health in the state or U.S. territory where you were born. Agency: Indiana Department of Health (IDOH) or county health department Info Link: https://www.in.gov/health/vital-records/order-now/ Things to Know When Requesting a Certified Birth Certificate: • Fees vary depending on how the request is submitted and the service used. Costs typically range from \$10 to \$50 for the first certified copy, plus any applicable processing or shipping fees. • Processing times vary by method. Requests made in person at a local county health department are usually the fastest. Requests submitted by mail or through a third-party service may take several weeks to process. • You must provide a valid reason for requesting the birth certificate and disclose your relationship to the person named on the record. • The address on your photo ID must match the address where the birth certificate will be mailed. How to Request a Birth Certificate (Indiana ONLY):  VitalChek is the only company approved by the IDOH to process online requests for certified birth certificates. Processing time is 12-16 weeks.  Call (866) 601-0891 to order using a credit card. This line is open 24/7.  Complete Form 49607 – <i>Application for Search and Certified Copy of Birth Record</i>, and mail it, along with a check or money order and a copy of a valid photo ID, to the address on the form. It may take up to 8 weeks to receive the certified birth certificate in the mail.  Visit the local county health department where the birth took place. Many offices will be able to provide a certified birth certificate the same day. Call before going to verify hours, fees, and processing times. ► ANOTHER STATE: Search online for the state or county health department where the birth took place and follow the instructions for obtaining a certified birth certificate.

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HOUSING & PROPERTY RECORDS	
Real estate deeds	Agency: County Recorder's office Info Link: indianarecorders.org/about-us/map-of-indiana-counties/ Each county maintains its own office for recording property deeds, liens, and public records, and each office has its own procedures and fees for obtaining a certified copy of a deed, mortgage, or other recorded document. How to Request a Certified Copy of a Real Estate Deed (Indiana ONLY):  Some counties have online portals where users can review deeds and other recorded documents and order certified copies. Check the map of recorder's offices or call the office to see whether they offer online services to the public.  Visit the county recorder's office for the county where the property is located. Many offices will be able to provide a certified document the same day. Call before going to verify hours, fees, and processing times.
Proof of Residency	Agency: Varies. Many agencies require proof of residency when requesting a replacement document, especially if the replacement document must be sent to a different address. Proof of residency is documentation that shows your name and current residential address and helps verify where you live. Things to Know About Proof of Residency Documents: • <u>Requirements vary by agency.</u> Always check the agency's current requirements before submitting a request. • Watch for requirements about: ○ The number of documents to be provided. Some agencies require more than one document, with each document from a different source. ○ What types of documents will be accepted. Some accept only specific documents; others will accept any pre-printed document with your current address. ○ Whether they require originals, or if they will accept photocopies, printed copies, or electronic copies. ○ How recent the document needs to be. Some agencies require the document to be dated within 30 days; others accept documents 60 days old. Commonly-used documents for proof of residency include: • Driver's licenses • Utility bills (electric, gas, water, sewer, trash, cable, phone, or internet) • Credit card statements • Medical bills, hospital bills, or explanation of benefits (EOB) • Mortgage statements • Residential leases or rental agreements • Bank statements • Pre-printed pay stubs • Medicaid, Medicare, Social Security, or other government benefit statements