

Document Checklist for Star Card, Idaho's REAL ID



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

Step 1 - Prove Your Identity (*one document*)

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

*Note: If any of the referenced documents were used to support a previous license or ID issuance and the Department still has access to imaged copies of these documents, an applicant does not need to resubmit the document when applying for a Star Card.

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| <input type="checkbox"/> U.S. passport or U.S. passport card | <input type="checkbox"/> Certificate of Naturalization (Form N-550, N-570 or N-578) |
| <input type="checkbox"/> U.S. certified birth certificate from Vital Statistics and additional government-issued photo ID
(<i>Not accepted: plastic or credit card-style birth certificates, birth records, registration of birth or hospital-issued certificates.</i>) | <input type="checkbox"/> Certificate of Citizenship (Form N-560, N-561 or N-645) |
| <input type="checkbox"/> Consular Report of Birth Abroad (Form FS-240, DS-1350 or FS-545) and government-issued photo ID | <input type="checkbox"/> Permanent Resident Card (Form I-551) |
| | <input type="checkbox"/> Employment Authorization Document (EAD), Form I-766 or I-688B and a foreign passport. If a passport is unavailable, the customer needs to call ITD to discuss an exception process. |
| | <input type="checkbox"/> Foreign passport and I-94, I-20, DS-2019 or EAD card. |

Step 2 - Check Your Name

Is your current full legal name on your driver's license or identification (ID) card?

Does your name match your identity document (Step 1)?

If YES, skip to Step 3.

If NO, continue with Step 2 and provide all appropriate documents.

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

- Accepted documents include *recorded* or *certified* marriage license(s), divorce decree(s) or court directed name change(s).
- Photocopies are not accepted. A certified marriage license proves that the marriage has been recorded by the issuing agency/office and is dated after the ceremony date. In most cases, if your marriage license has original inked signatures and it was given to you directly after the ceremony by the officiant that married you, it is *not* a recorded and certified document. Contact the agency/office that issued the license for the required recorded or certified document.

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| <input type="checkbox"/> U.S. certified birth certificate from Vital Statistics (see Step 1 for criteria) | <input type="checkbox"/> Court order under petition for name change (stamped with court seal) |
| <input type="checkbox"/> Certified and recorded marriage certificate(s) from Vital Statistics or county recorder/clerk | <input type="checkbox"/> Court order for name change in divorce decree or decree of annulment (stamped with court seal) |
| | <input type="checkbox"/> Court order for name change in a decree of adoption (stamped with court seal) |

Steps 1 & 2: Lawful Identity, Age, and Name Change Document Resources Guide

National Center for Health Statistics For a link to each state/territory to obtain an original or certified copy of a birth record: www.cdc.gov/nchs/w2w/index.htm

Idaho Vital Records For an original or certified copy of a birth, marriage, or divorce record: phone (208) 334 5980, website: <https://healthandwelfare.idaho.gov/Health/VitalRecordsandHealthStatistics/tabid/1504/Default.aspx>

Marriage and Divorce For an original or certified copy of a marriage license or divorce decree, contact the county clerk or recorder's office in the county where the marriage license or divorce decree was issued. Cost will vary.

Step 3 - Verify Your Social Security Number (*one document*)

Option 1

Social Security card with your current legal name (original only)

Option 2

If your Social Security card is unavailable, ensure your current full legal name will verify with the Social Security Administration (SSA). Visit the SSA first to change your name (if necessary) and allow 48 hours for all systems to update.

If you don't have your Social Security card, one of the following documents is acceptable. Documents must be originals or printed e-documents, and MUST include your current full legal name and full Social Security Number (SSN). Faxes are not accepted.

W-2 Form

Non-Social Security Administration Form 1099

Social Security Administration Form 1099

Pay stub or statement with your name and FULL Social Security Number (SSN)

Step 4 - Proof of Idaho Residency (*two documents*)

The following documents must:

- be in your current legal name,
- be dated within one year,
- match the name on the documents proving your identity and Social Security card,
- provide proof of your current physical address (P.O. Box not accepted), and
- be originals or printed e-documents. Faxes are not accepted.

Lease/rental agreement, mortgage or deed

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

Account statement from bank or financial institution

Tax document Form W-2 or Form-1099 (may be the same document used in Step 3 above *if dated within current year*)

Medical or insurance provider statement, invoice, or explanation of benefits

Pay stub or employment verification (must list the customer's legal name)

Idaho school enrollment records with current address or VOC for current school year and current address (*college ID not accepted*)

Motel, hotel, campground or RV park receipt on letterhead that indicates 30 days or more of residency

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

Relief agency or shelter certification

Residency affidavit (must be signed by adult over 18)

Court documents (original or non-altered, and must have current address on the document for proof of Idaho residency)

Record of property taxes assessed or paid (receipt date within one year)

A vehicle, homeowner's, or renter's liability card, binder, or bill issued by an *Idaho-based* carrier (must be valid and unexpired, must have current residential address, and can be original paper, print, or photocopy of e-document)

Step 3: Social Security Document Resources Guide

For information about how to change or correct your name on your Social Security card, visit the SSA website: https://faq.ssa.gov/en_US/Topic/article/KA_01981

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