

## ACCEPTABLE IDENTIFICATION DOCUMENTS

PRIMARY	SECONDARY	SUPPORTING*
<b>MUST INCLUDE PHOTO, FULL NAME AND DOB</b>	<b>RECORDED US GOVERNMENTAL DOCUMENTS (INCLUDES NAME &amp; DOB)</b>	<b>ADDITIONAL RECORDS AND DOCUMENTS THAT AID IN ESTABLISHING IDENTITY</b>
Accepted for Identification Without additional documentation	An applicant must present <b>one secondary and two supporting</b> or <b>two secondary documents</b> to establish identity	
<p><b>Texas driver license (DL) or identification certificate (ID)</b> within two-years of expiration</p> <p>Unexpired <b>United States passport</b></p> <p><b>United States Citizenship Certificate or Certificate of Naturalization</b> ( N-560, N-561, N-645, N-550, N-55G, N-570 or N-578)</p> <p>Unexpired <b><u>Dept. Of Homeland Security (DHS) or US Bureau of Citizenship and Immigration document</u></b> with verified data specifically:                      US Citizen Identification Card (I-179 or I-197)                      Resident Alien Card (I-551)                      Temporary Resident Identification Card (I-688)                      Employment Authorization Card (I-688A, I-688B or I-766)                      Border Crosser Card (USA B1/B2, VISA/BBC)</p> <p><b><u>A Foreign Passport with a visa (valid or expired) and: Form I-94 with status code F1 or F2, an unexpired Form I-20, and evidence of current enrollment in an educational institution located in Texas or sponsorship in a visiting worker program:</u></b>  <u>Form I-94 with status code J-1 or J-2 and an unexpired Form IAP-66 or Form DS-2019 or: Unexpired Form I-94 with a defined expiration date: Form I-94 must have been issued for a period of at least one year and have at least six months validity remaining.</u></p> <p>Unexpired <b>United States military ID card</b> for active duty, reserve or retired personnel</p>	<p>Original or certified copy of a United States <b>birth certificate</b> issued by the appropriate State Bureau of Vital Statistics or equivalent agency. U.S. Territory or the District of Columbia.</p> <p>Original or certified copy of United States <b>Department of State Certification of Birth</b> (issued to United States citizens born abroad)</p> <p>Unexpired <b>photo DL or photo ID issued by the United States, another US state, US territory, the District of Columbia, or Canadian province</b></p> <p>Original or certified copy of <b>court order</b> with name and date of birth (DOB) that directly affirms or modifies a person's identity.</p> <p>For <b>applicants born before 1961</b>, the following items are acceptable:                      original or certified copy of Form <b>DD-214</b>;                      original or certified copy of other <b>state</b> or federal <b>governmental record</b> that states name and DOB (such as United States census records or Social Security records).</p>	<p><b>School records</b></p> <p><b>Insurance policy</b> (valid continuously for the past two years)</p> <p><b>Vehicle title</b></p> <p><b>Military records</b></p> <p>Unexpired <b>military dependant identification card (actual card)</b></p> <p>Original or certified copy of <b>marriage license</b> or <b>divorce decree</b></p> <p><b>Voter registration card (actual card)</b></p> <p><b>Social Security card (actual card)</b></p> <p><b>Pilot's license (actual card)</b></p> <p><b>Concealed handgun license (actual card)</b></p> <p><b>Texas Driver License or ID temporary receipt (actual receipt)</b></p> <p><b>Expired DL or ID issued by another state, territory, District of Columbia or Canadian province that is within two years of the expiration date (actual card)</b></p> <p><b>A foreign passport (actual document)</b></p> <p><b>A consular document</b> issued by a state or national government <b>(actual document)</b></p> <p><b>Texas Inmate ID card (Actual Card)</b></p>

\* Items in the supporting category are not all inclusive. Supervisory personnel may determine that an unlisted document meets the department's needs in establishing identity in the supporting category only.

Additional documentation may be required by DL personnel to verify conflicting information, incomplete names and DOB.

# DEPARTMENT OF PUBLIC SAFETY

## INTEROFFICE MEMORANDUM

**To:** All DLD Field Personnel **Date:** 09-26-06

**From:** Judy E. Brown, Chief

**Subject:** Texas. Admin.Code, Title 37, Section 15.24 – Identification of Applicants  
Texas Admin. Code, Title 37, Section 15.25 – Address

Revision to the administrative rules concerning the identification of applicants and address requirements has been approved by the Commission. Both amendments are attached to this memorandum along with the new ID chart of acceptable documents (revision date of 10-06-06).

The revisions to the identification policy were made to address primary documentation acceptable for foreign visitors, students and visiting workers applying for a driver license or identification card. The amendment adds a **foreign passport** with a valid Visa (may be expired) issued by the United States Department of State and accompanied by an unexpired I-94 stating:

- For a fixed duration, the I-94 must have been issued for a period of at least one year and must be valid for no less than six months from the date presented to the department with a completed application.
- For an I-94 marked valid for the “duration of stay”, the I-94 must be accompanied by appropriate documentation verifying current enrollment in an educational institution or sponsorship in a visiting worker program.

The revision to the ID Rule also reflects that the document previously issued by the United States Immigration and Naturalization Service is now issued by the United States Bureau of Citizenship and Immigration Services.

Additionally, a revision to the address requirement was made and requires that an applicant for an original, renewal or duplicate driver license or identification card to provide a Texas residence address. This amendment removes language regarding the use of an out of state address except for members of the armed forces.

Finally, as a result of the passing of the new administrative rule for the identification of applicants, the need for supervisory approval of foreign passports is rescinded.

Further clarification, questions or concerns will be addressed with your immediate supervisor.

The Rules take effect 10-06-06.

## **TITLE 37. PUBLIC SAFETY AND CORRECTIONS**

### **Part 1. TEXAS DEPARTMENT OF PUBLIC SAFETY**

#### **Chapter 15. DRIVER LICENSE RULES**

##### **Subchapter B. APPLICATION REQUIREMENTS—ORIGINAL, RENEWAL, DUPLICATE, IDENTIFICATION CERTIFICATES**

#### **37 TAC §15.24 Identification of Applicants**

The Texas Department of Public Safety proposes amendment to Subchapter B, Section 15.24, concerning the identification of applicants for an original, renewal or duplicate driver license or identification card.

The amendment to Section 15.24 is proposed in an effort to address the concerns of foreign students and foreign visiting workers who apply for a driver license or identification card. This proposal will amend Section 15.24 to expand the types of documents that are acceptable as primary identification of an applicant without compromising the security of the driver license or identification card. The proposed amendment would add a foreign passport accompanied by an appropriate document issued by the United States Department of State and other verifiable documentation as necessary to the list of acceptable primary documentation. This amendment is necessary to enable a foreign student or worker to obtain a driver license or identification card with a foreign passport accompanied by appropriate documentation without additional supporting documents. This amendment will make it possible for these applicants to obtain a valid Texas driver license or identification card while conducting business or study in the United States.

Additionally this amendment is necessary to reflect that the document previously issued by the United States Immigration and Naturalization Service is now issued by the United States Bureau of Citizenship and Immigration Services.

A public hearing on the proposal will be held in Austin on May 23, 2006 at 9:00 a.m. in the Department of Public Safety Criminal Law Enforcement Auditorium, Building E, located at 6100 Guadalupe St., Austin, Texas. The hearing will be structured for the receipt of oral or written comments by interested persons. Individuals may present oral statements when called upon in order of registration. There will be no open discussion during the hearing.

Comments on the proposal may be submitted to Claire McGuinness, Senior Staff Attorney, Driver License Division, Texas Department of Public Safety, P.O. Box 4087, Austin, Texas 78773-0300, (512) 424-5231.

The amended section is proposed pursuant to Texas Government Code §411.004(3), which authorizes the Public Safety Commission to adopt rules considered necessary for carrying out the department's work; and Texas Transportation Code, §521.005.

Texas Government Code, §411.004(3) and Texas Transportation Code §521.005 and §521.142 are affected by this proposal.

### 37 TAC §15.24 Identification of Applicants

All original applicants for a driver license or identification certificate must present proof of identity satisfactory to the department. All documents must be verifiable. There are three categories of documents that may be presented to establish proof of identity.

(1) Primary identification. These items are complete within themselves and require no supporting instruments: These documents must contain the applicant's complete name and full date of birth:

(A) Texas driver license (DL) or identification certificate (ID) with photo within two years of expiration date;

(B) unexpired United States passport;

(C) United States citizenship (naturalization) certificate with identifiable photo;

(D) unexpired United States ~~Immigration and Naturalization Service~~ Bureau of Citizenship and Immigration Services document with verified data and identifiable photo; or,

(E) unexpired United States military ID card for active duty, reserve or retired personnel with identifiable photo.

(F) foreign passport with a visa issued by the United States Department of State (valid or expired) with unexpired I-94 marked valid for a fixed duration. The Form I-94 must have been issued for a period of at least one year and must be valid for no less than six months from the date presented to the department with a completed application.

(G) foreign passport with a visa issued by the United States Department of State (valid or expired) with an I-94 marked valid for the duration of stay accompanied by appropriate documentation.

(2) Secondary identification. These items are recorded governmental documents (United States, 1 of the 50 states, a United States territory, District of Columbia or Canadian province):

(A) original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency;

(B) original or certified copy of United States Department of State Certification of Birth (issued to United States citizens born abroad); or

(C) unexpired photo DL or photo ID issued by another (United States) state, US territory, the District of Columbia, or Canadian province;

(D) original or certified copy of court order with name and date of birth (DOB); or,

(E) for applicants born before 1961, the following items would be acceptable in this category:

(i) original or certified copy of Form DD-214;

(ii) original or certified copy of other state or federal governmental record that states name and DOB (such as United States census records or Social Security records).

(3) Supporting identification. These items consist of other records or documents that aid examining personnel in establishing the identity of the applicant. The following items are not all inclusive. The examining or supervisory personnel may determine that an unlisted document meets the department's needs in establishing identity.

(A) school records;

(B) insurance policy (at least two years old);

(C) vehicle title;

(D) military records;

(E) unexpired military dependant identification card;

(F) original or certified copy of marriage license or divorce decree;

(G) voter registration card;

(H) Social Security card;

(I) pilot's license;

(J) concealed handgun license;

(K) Texas driver's license temporary receipt;

(L) expired DL or ID issued by another state, territory, District of Columbia or Canadian province that is within two years of the expiration date.

(M) a foreign passport (with or without a United States Visa); or

(N) a consular document issued by a state or national government.

(4) Every original applicant must present:

(A) one piece of primary identification, or

(B) one piece of secondary identification plus two pieces of support identification; or,

(C) two pieces of secondary identification.

## **TITLE 37. PUBLIC SAFETY AND CORRECTIONS**

### **Part 1. TEXAS DEPARTMENT OF PUBLIC SAFETY**

#### **Chapter 15. DRIVER LICENSE RULES**

##### **Subchapter B. APPLICATION REQUIREMENTS—ORIGINAL, RENEWAL, DUPLICATE, IDENTIFICATION CERTIFICATES**

###### **37 TAC §15.25 Address**

The Texas Department of Public Safety proposes amendment to Subchapter B, Section 15.25, concerning the application requirements for an original, renewal or duplicate driver license or identification card.

The amendment to Section 15.25 is proposed in an effort to clarify that an applicant for an original, renewal or duplicate driver license or identification card must provide a Texas residence address. This amendment is necessary to allay confusion regarding where an applicant's residence address may be located. Additionally, the amendment removes language regarding the use of an out of state address.

A public hearing on the proposal will be held in Austin on May 23, 2006 at 9:00 a.m. in the Department of Public Safety Criminal Law Enforcement Auditorium, Building E, located at 6100 Guadalupe St., Austin, Texas. The hearing will be structured for the receipt of oral or written comments by interested persons. Individuals may present oral statements when called upon in order of registration. There will be no open discussion during the hearing.

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The amended section is proposed pursuant to Texas Government Code §411.004(3), which authorizes the Public Safety Commission to adopt rules considered necessary for carrying out the department's work; and Texas Transportation Code, §521.005.

Texas Government Code, §411.004(3) and Texas Transportation Code §521.005 and §521.142 are affected by this proposal.

### 37 TAC §15.25 Address

The address requirements for a driver's licenses and identification certificates ~~is are~~:

(1) The best Texas residence address obtainable must be given. A business address is not acceptable; unless the applicant is a traveling salesman or other transient, his Texas business address may be used.

(2) The complete street address including apartment numbers and such terms as street, circle, drive, or court should be used whenever possible. In rural areas, route number and box number should be given. If there is no mail delivery at the address shown, post office box number or other mailing address may be shown with the street address. This address is required for a Commercial Driver's License (CDL) and a nonCDL.

(3) The application form also provides space for a mailing address. If an applicant has a mailing address other than the Texas residence address, this address may include post offices boxes, business addresses, or other mailing locations. A mailing address is required on a CDL. This address may be used with a Texas residence address on a nonCDL data card.

(4) The city state and zip code must be shown as part of the address on all applications for driver's licenses and identification certificates. The zip code may be a five or nine digit number until such time as the nine digit number is required by the department or postal authorities.

(5) A general delivery address must not be used except in very small communities when no street or route addresses are available.

(6) A post office box number is not acceptable if a better address can be obtained. The post office box number may be listed in addition to a Texas residence address.

(7) Apartment or residence hotel addresses may be given.

(8) Applicant's near relative's address may be accepted if Texas residence of the applicant is not permanent and if mail can be forwarded to the applicant.

(9) To insure delivery "In care of" should be used as a part of any address where mail is to be delivered to the address of another person.

~~(10) Out of state residence addresses may be used on nonCDL licenses if they are better or more permanent than an in-state license.~~

(11) Military personnel should give complete address such as: John Henry Smith, Co. B, 25th Inf., Camp Barkeley, Abilene, Texas. If a member of the armed forces has a residence address in Texas, it should be used. A member of the armed forces may provide a residence address outside of Texas.