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TO: All Driver License Personnel  
Tax Collector Licensing Agents

FROM: SANDRA C. LAMBERT, Director  
Division of Driver Licenses

SUBJECT: Bulletin #020/2008 – October 1, 2008 Changes - **UPDATES**

Effective October 1, 2008, the following documents will be required:

**U.S. Citizen**  
**Original Issuance**

Primary Identification –

- U.S. Birth Certificate (original or certified copy)
- U.S. Passport (not expired)
- Certificate of Naturalization
- Certificate of Citizenship

*and*

- Approved secondary identification document
- Proof of social security number

(for example, social security card or any of the following documents showing your social security number: tax return, W-2 form, pay check, DD-214, school record, military identification). The customer can no longer provide the social security number verbally.

Note: When necessary, marriage certificates, court orders, or divorce decrees must be provided to tie the name on the primary identification to the name the customer would like to place on the driver license or identification card.

### **Renewal or Replacement**

- DL/ID or some other document
- Proof of social security number \*\*

*\*\*If this is a renewal or replacement and the customer does not have proof of their SSN, if the number is already verified on the record, you may proceed, entering exception code 2008-999 on the remarks line of the FDLIS application.*

### **Immigrant Customer**

#### **Original Issuance**

Each immigrant who applies for an original driver license or ID card must submit **one** of the following **valid original** or **certified** documents:

- Alien Registration Receipt Card (Green Card – I-151 or I-551)
  - I-551 stamp in passport
  - I-551 stamp on I-94
  - IJO (Immigration Judges Order) granting adjustment of status to permanent status
- and**
- Approved secondary identification document
  - Proof of social security number  
(for example, social security card or any of the following documents showing your social security number: tax return, W-2 form, pay check, DD-214, school record, military identification). The customer can no longer provide the social security number verbally.

#### **Renewal or Replacement**

- DL/ID or some other document; do not need to see legal presence documents (if LP documents were scanned previously and verified through the SAVE system)
- Proof of social security number. \*\*

*\*\*If this is a renewal or replacement and the customer does not have proof of their SSN, if the number is already verified on the record, you may proceed, entering exception code 2008-999 on the remarks line of the FDLIS application.*

### **Non-Immigrant Customer**

**Original, Renewal and Replacement Issuances** – Customer will bring unexpired documents each time service is rendered.

Each Non-Immigrant who applies for an original driver license or ID card must submit **one** of the following **original valid** or **certified** documents:

- Employment authorization card issued by the United States Department of Justice –  
Form I-688B or I-766
  - Proof of Non-Immigrant classification provided by the United States Customs and Immigration Services – Form I-94 – **must be current, accompanied by a passport, and “support document(s).”**
- and**
- Approved secondary identification document
  - Proof of social security number \*\*

(for example, social security card or any of the following documents showing your social security number: tax return, W-2 form, pay check, DD-214, school record, military identification). The customer can no longer provide the social security number verbally.

*\*\*If this is a renewal or replacement and the customer does not have proof of their SSN, if the number is already verified on the record, you may proceed, entering exception code 2008-999 on the remarks line of the FDLIS application.*

### **Canadian Citizens**

Under federal law, Canadian Citizens are allowed to stay in the United States without obtaining Citizenship and Immigration Services documentation. Canadians must provide proof of Canadian citizenship to be issued a Florida driver license or ID card by presenting *one* of the following *original* or *certified* documents:

- Canadian Birth Certificate
  - Canadian Passport
  - Effective 01/01/10, foreign passports must be valid with a valid U.S. Visa affixed, along with an approved I-94
  - Canadian Naturalization Certificate
  - Canadian Certificate of Citizenship
- and*
- Approved secondary identification document.

### **Miscellaneous Information**

Scanning procedures will not change October 1, 2008.

SCL/rb