Getting a Michigan State ID Card

RULES, PROCEDURES and HELPFUL HINTS

Rev. April 2010

This booklet can help you if you need to get a Michigan State Identification (ID) card for yourself, or you are helping someone else. It explains what papers you need to bring to the Michigan Secretary of State office. It tells you what steps you need to take to get many of these papers, or to show that you tried. It gives you some ideas on what to do if you run into trouble.
Acknowledgements

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The Collaborative includes the following foundations:

John S. and James L. Knight Foundation  Skillman Foundation
Community Foundation for Southeast Michigan  McGregor Fund
Hudson-Webber Foundation  Kresge Foundation

Please also visit the

GETTING A MICHIGAN STATE ID

WEBSITE

www.MICHID.org
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What do I have to prove to get my first state license or ID?

If this is the first time you are applying for a license or ID card, you must prove four different things:

1) You have a **Social Security number** or you can’t get one. (See page 2.)

2) Your **Identity** (you are who you say you are). (See pages 3-5.)

3) You are **in the United States legally** (as a citizen or with proper immigration papers). (See pages 5-6).

4) **You live in Michigan** (and have a street address). (See pages 7-8.)

If you are getting a driver’s license, you will also have to prove that you can drive.

This booklet will:

- Tell you what papers you need and how to get them.
- Give you a place to write down what you’ve done to get the papers.
- Give you some ideas of what you can do if you don’t have the papers that the Secretary of State (SOS) wants you to show.

More information is available on-line at [www.mich.gov/sos](http://www.mich.gov/sos) and will be available by March 2010 at www.michid.org.

**How long does it take to get a State ID?**

You will need at least one—and sometimes more than one—paper for each thing you must prove. These papers must be originals or certified true copies. If you can show the SOS all the papers it wants, you should be able to get an ID quickly. However, it can take weeks or even months to get some of these papers. If you have to write letters to ask for the papers, be sure to keep copies of the letters you send and any answers you get back. If you have trouble getting the papers SOS wants, you will have to show the SOS what you did to try and get the papers, and then ask the SOS for help. You will also need to provide several kinds of alternative proof if you do not have the kind of papers the SOS prefers. This booklet includes a “record of effort” form that you can use to keep track of your efforts to get the papers.
I. How do I prove I have a Social Security Number or can’t get one?

Note: You must have at least ONE of these papers

**I HAVE MY SOCIAL SECURITY CARD.**
Show the Secretary of State (SOS) clerk your original Social Security Card. This is the card you got from the Social Security Administration with your 9 digit Social Security number on it.

**I LOST MY CARD.**
If you do not have your original card, request a copy from Social Security by visiting your local Social Security office. You will need to show them some kind of identification. If you do not have any identification, you can write the Social Security office and ask for a copy of your original application for Social Security.

**WHAT OTHER PROOF WILL SOS ACCEPT?**

* A copy of a W-2: This is the statement of how much you earn every year. You get it from your employer in January so you can do your income taxes. SOS will accept this because it has your Social Security number on it.

* A copy of an SSA-1099 or non-SSA-1099 form: This is the statement from the Social Security Office about how much you got in social security benefits, such as retirement or SSI. This is the form you use to do your income taxes if you receive social security benefits. This form is NOT the statement you get every year about how much you paid into the Social Security system.

* A pay stub containing your name and Social Security number: This is an original paycheck that has your name and Social Security number on it.

* A Valid U.S. Military ID card with photo: This card is often called a DD-2 card and is for retired military service members only. These cards must be renewed every 4 years. SOS will accept DD-2 cards that have been expired for less than one year. SOS will also accept a Common Access Card (“CAC card”). This is a “smart card” for active duty personnel, reservists, certain non-military personnel, and other Defense contractors.

**WHAT IF I CAN’T GET A SOCIAL SECURITY NUMBER?**
If you aren’t eligible for a Social Security number, you can ask the Social Security office
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for a letter of ineligibility.
II. How do I prove my identity (who I am)?

Note: You must show at least **ONE** of these papers and may be asked for more.

You must be able to prove you are who you say you are. All papers must be originals or certified true copies.

The Secretary of State (SOS) office accepts papers from the list below:

**GOVERNMENT DOCUMENTS**

- **Birth Certificate, immigration papers, or other papers that are used to show legal presence:** The SOS requires you to provide only one document to prove you are a U.S. citizen or legally present in the U.S. If you have more than one paper to show you are a citizen, or legally here in the U.S., you can also use one of those papers to show who you are. (See “legal presence” on pages 5-6 for more information.)

- **Out-of-state or Canadian driver’s license or ID card:** must have only been expired for a year or less.

- **Marriage License issued in the U.S.:** If you were married in Michigan, you can get a certified copy of your marriage license from the county clerk in the county where you were married. If you were married in another state, go to [http://www.cdc.gov/nchs/w2w.htm](http://www.cdc.gov/nchs/w2w.htm), which will take you to a website that provides information on how to get a copy of your marriage license in all 50 states.

- **Michigan driver education certificate.** You can only use this if you are 18 years old or younger.

- **A Photo ID card issued by a federal or Michigan government agency.** If you are employed by or do work for a Michigan or federal agency, you may have received a government ID. The ID must have your picture on it.

- **Michigan Department of Corrections prisoner ID card:** This is an ID card issued by the Michigan prisons for former inmates. SOS has said they will take this as proof of identity if the name on the card is the same as on your other papers.

**MILITARY DOCUMENTS**

- **Valid U.S. military ID card with photo (DD-2 or CAC card):** This card must be current or expired for less that one year.

- **U.S. military discharge or separation documents (DD-214):** This is proof that you were in the U.S. military. If you do not have a copy of your DD-214 papers, you can request them at: [http://www.archives.gov/veterans/military-service-records/get-service-records.html](http://www.archives.gov/veterans/military-service-records/get-service-records.html)
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How do I prove my identity? (cont’d.)

NATIVE AMERICAN TRIBAL ID DOCUMENTS

A tribal ID card from a federally recognized Native American tribe can be used to prove identity. Contact your tribal government for more information about getting a tribal ID. Information about the Grand Traverse Bay Band of Ottawa and Chippewa Indians Tribal ID card is at: http://www.gtbindians.org/. Information about tribal IDs for the Little Traverse Bay Bands of Odawa Indians is at: http://www.ltbbodawansn.gov/index.html

SCHOOL RECORDS

The SOS will take school records, such as school ID cards with a name and picture, or diplomas, transcripts or yearbooks. If you don’t already have school records, you should contact the records office of the school district(s) or college(s) you attended. Some school districts may want some proof of who you are before they will release those records to you, but they may be more flexible about this than the SOS office.

ORIGINAL COURT PAPERS

Judgment of Divorce issued in the U.S.:

- If you do not have an original copy of the Divorce Judgment, you will need to get a certified copy from the Court that issued your Divorce Judgment. If you were divorced in Michigan, you can get a certified copy of your Divorce Judgment from the court where you were divorced. If you were divorced in another state, go to http://www.cdc.gov/nchs/w2w.htm, which will take you to a website that provides information on how to get a copy of your Divorce Judgment in all 50 states.

Michigan adoption record: You can get this from the Probate Court in the Michigan County where your adoption was finalized.

Court Order for a name change issued in the U.S.: If you have had your name changed, you may use the original Court order as proof that you are who you say you are. If you have changed your name and your other papers have your old name, SOS may also
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ask for these papers.
OTHER PROOF OF IDENTITY

Other Proof of Identity: The Secretary of State will usually take the documents listed above. If you do not have these documents, make sure to use the Record of Efforts form (pages 12-16) to show you’ve tried to get them.

If you cannot get the papers that SOS prefers, you should look for other reliable types of proof that have your name on them. These could be government records or papers that only you should have. The SOS does not have to take these papers, but the more papers you have, the better the chances that you will get ID. Some things you could use are:

- Baptismal records; birth announcements; newspaper notices of your birth.
- Birth certificates for your children listing you as the parent.
- Health insurance cards or medical records.
- Medical prescriptions or prescription medication bottles.
- Driving tickets.
- Selective service records.
- Census records.

III. How do I prove I am legally present in the United States?

The SOS cannot give you a license or State ID if you cannot prove that you are in the United States legally. Therefore, you must prove either that you are a United States citizen, or that you are in the United States legally. You need at least ONE of the documents listed below:

U.S CITIZENS: THE MOST COMMON DOCUMENTS

Original Birth Certificate: This must be a certified copy of your birth certificate from the state of your birth. If you were born in Michigan, you can request a certified copy on-line at http://www.michigan.gov/mdch/0,1607,7-132-4645---,00.html, or call the Vital Records Office at (517) 335-8666 for information about how to request a certified copy by mail.

If the Vital Records Office cannot find your birth certificate, and you know you were born in Michigan, they will send you an application for a delayed birth certificate. You
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will have to show other types of proof in order to get a delayed birth certificate.

If you were born in another state and do not have a copy of your birth certificate, you will need to get your birth certificate from the state you were born. Addresses and phone numbers for agencies in other states are at:  
http://www.cdc.gov/nchs/w2w.htm

If you were born outside the United States, but had American parents, you can use a Consular Report of Birth Abroad. You can get this from the U.S. Department of State.

**U.S. passport:** This must be valid. Some people have had success in using passports that have expired in the last year but this is not guaranteed.

**Immigration Papers Showing you are a U.S. Citizen:** Such as a Certificate of Citizenship, Certificate of Naturalization, or Consular Report of Birth.

If you were born outside a hospital and a birth certificate was never filed, then you will have to provide a number of historic documents to prove you were born in the U.S. Talk to the SOS about what papers it would consider, such as baptismal records, birth announcements in a newspaper, etc. SOS may ask for you to seek a delayed birth certificate first. Call the State of Michigan Vital Records Office at 517-335-8666 if you need to get a delayed birth certificate.

**NON-CITIZENS**

**You must bring your original lawful permanent residence card:** This card is also called a “green card” or I-551 card. This is a card given to non-citizens who are in the United States legally. It is issued by the Department of Homeland Security. SOS will only accept green cards issued after December 1997. If you got your card before that time, you will have to renew your green card. The SOS has listed other documents that you can use to show that you are in the United States legally. See the chart of papers at the end of this booklet. If you have a paper that allows you to live in the U.S. that is not on that chart, seek legal help.
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IV. How do I prove I live in Michigan?

You have to prove that you live in Michigan. This is called “residency”. You also have to prove that you have an address in Michigan where you live. A post office box is not enough. You must show at least **TWO** original papers that include both your name and your Michigan residential address. The Secretary of State (SOS) can ask you for more papers. All papers must be originals. The papers must have your name (or your relative’s name, if you live with a relative) and your address.

**Mortgage, lease, or rental agreement**— Leases and rental agreements must list your landlord’s phone number.

**Utility bill or credit card bill issued within the last 90 days.** You can use a recent bill for gas, electricity, phone, water, garbage collection, or cable TV, as long as it has your name and current address on it. You can use a bill that was mailed to you. If you have an on-line account with the utility or credit card, you can print out a statement from the computer. If you live with a relative who pays the bills, you can use their bills as long as you can prove how you are related (through birth and marriage records).

**Bank statement issued within the last 90 days.** If you have a checking or savings account at bank, you can use the papers you get in the mail or print-outs from the computer that show how much money you have in the bank. You do not have to show SOS your bank balance, only your name and address.

**Federal, State, or local government papers that include your name and address.** Many papers, letters, notices or cards that are issued by the government can show the SOS that you are living in Michigan. These include:

- Papers from the Michigan Department of Human Services related to food stamps, health care, cash assistance, disability, or other benefits.
- Papers from the Social Security Administration about SSI or Social Security payments.
- Papers from the Veterans Administration about benefits or services you get.
- Papers from a school or school district.
- Papers from a court or Friend of the Court.
- Letters from the Michigan Department of Community Health.
- Papers from the Michigan Department of Corrections.
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- Public library card.
- Tax bills.
- Other papers that you received from government agencies with your current address.

Pay stub or earnings statement with the name and address for both you and the employer.

Michigan title and registration. This paper must have your current address.

Signed statement from your parole or probation officer verifying your address. The statement must have been written within the last 30 days.

Signed statement on letterhead from a shelter that you are living there. SOS will take such letters if they come from a recognized shelter. The letter must give the shelter's address, which cannot be a Post Office Box.

Michigan high school, college, or university report cards or transcripts less than 2 years old. If you don’t have these, contact the school where you studied for an official copy.

Life, health, auto, home or renter’s insurance policy with your name and address.

If you do not have any of these papers, the SOS may accept other papers prepared by someone else that have your name and address on them.

What can I do if I can’t get all the papers

That the SOS wants?

You should try to have some kind of paper for each of the four things you must prove: social security number, legal presence in the U.S., identity, and residence. A list of the papers that the SOS prefers is at the end of this booklet. If you cannot get the “best” papers that the SOS wants, you should still get together all the papers that you do have.

Use the Record of Efforts form starting on page 12 of this booklet to show the papers you tried to get and why you couldn’t get them. If you fill out the form as you go, it can show the SOS office the steps that you have taken to get the papers that you need. This information is very important in case you have a problem getting all the papers that you
need. You should have copies of letters that you sent. On the form, write down everything you did to try to get the papers you need. Take the form and the papers you do have to your local SOS office and ask for assistance.

What if I don’t have money to pay the fees?

It costs $10 to get a state ID card. It costs $25 to get a driver’s license.

If you are 65 or older, or are blind, you can get a state ID card for free.

The SOS will waive the fee if you receive State Disability Assistance or Family Independence Program benefits. You must provide a paper from the Department of Human Services showing that you are a current recipient of these benefits. This policy went into effect in 2010.

The SOS may also waive the fee for “other good cause”, but the SOS doesn’t clearly define this. However, if you can prove you have no income or very little income, you may be able to have the fee waived. There is a form on page 17 of this booklet you can use to request a fee waiver and certify your need.

How do I replace a lost or stolen ID card?

If you had an ID card in the past, but it has been lost or stolen, go to your SOS office to get a new one. You will need some other kind of ID to prove that you are who you say you are, like a birth certificate.

The SOS office will decide whether to accept the proof you have, or whether you will need additional proof of who you are. If it has been a long time since you had ID, the SOS may require more proof. One way to help prove who you are is to ask the SOS to look up your driving record. If you can tell the SOS when and where you had driving tickets, it will help show that you are the same person who had that driver’s license before.
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How do I find help?

If you cannot get an ID, you should try to find a local organization that will help you. The United Way or 211 services may be able to tell you where to get help. If you were released from prison through the Michigan Prisoner Reentry Initiative (MPRI), ask your MPRI coordinator or parole agent to send you to an agency that will help you get ID.

If local agencies cannot help you, you may need a lawyer. If you are low income, you may be able to get free legal help. To find the legal aid or legal services program that serves your county, go to www.michiganlegalaid.org, or call the lawyer referral program at the State Bar of Michigan: 1-800-968-0738. In Wayne, Oakland, and Macomb, you may contact the Legal Aid and Defender Program: 1-877-964-4700.

More information, links, and resources can also be found at www.michid.org.

How do I use the Record of Efforts Form?

The Record of Efforts Form (included in back of this booklet) will help you keep track of what papers you have, and what you have done to get your papers. It is divided into the four types of papers that the SOS needs. You should write down what papers you have and figure out whether you have enough papers to prove each of the four things you have to prove. If you have to make calls or write letters to get papers, you should write the date of your call or letter and who you contacted on this form. If possible, keep a copy of the letters that you send to ask for your papers and any responses.

If you have tried to get the kinds of papers that the SOS wants, and you aren’t able to do so, take your completed Record of Efforts form to the SOS office. Bring with you all the original papers you have. Ask the SOS office for help because you have done everything you can. Show the SOS the Record of Efforts Form. The SOS may have suggestions for other papers it will accept that you can get. The local office may not be able to approve an ID based on what you have. But if the office believes you have tried everything you could and that you have at least some papers, they may ask the main SOS office to review your case to decide if you should get an ID. This could take several weeks. You may be asked to try and get other papers first. The local office may also refer your case to the main SOS office if they think you should get more help in getting the documents.

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How can I help someone else get an ID?

If you are helping someone else get an ID, you should keep track of what you have done on the Record of Efforts Form starting on page 12. There is a place on the form where you can write down what you have done to try to get the necessary papers. Keep copies of any letters you send or receive about the papers. This will help show the SOS that the person who needs an ID has really tried to get all the papers and isn’t taking “short cuts”.

How can we improve this booklet?

The Center for Civil Justice would like to hear from staff or volunteers at community or faith-based organizations who are using this booklet and/or the related website. Please let us know if you have recurring problems with getting IDs. Please give us suggestions on how we can improve both this booklet and our website at www.michid.org. This website will have a survey form you can use to submit your ideas and report problems. You can also send an email to michid@ccj-mi.org.

The Center for Civil Justice is sorry that it does not have sufficient staff to handle calls from individuals who have problems getting an ID card.
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RECORD OF EFFORTS

To get my Michigan State Identification Card

I. BASIC INFORMATION

Current Legal Name: _______________________________________________

Any Prior Names (e.g. maiden name): ______________________________________

Gender: Male: _____; Female _____

Date of Birth: _____________________________________________________

Place of Birth (city, state, country): ______________________________________

Have You Ever Had a Michigan Driver’s License or State ID?

MI State ID: Yes: ____ No: ___

MI Driver’s License: Yes: ____ No: ___

If Yes, When Did You Get the State ID/License: ________________?

License Number: _________________________

Social Security Number: _____________________________________________

Current Address: (if you are homeless, please provide an address where you can receive mail):

___________________________________________________________________________

Phone numbers:

Home _______________ Cell _______________________

Work _______________ Message ______________________

E-mail: _______________________________

Mother’s Name: _______________________________

Mother’s Maiden Name: _______________ Mother’s Date of Birth: __________

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Father’s Name:________________________Father’s Date of Birth:________________
II. INFORMATION ABOUT HELPING ORGANIZATIONS

If you are having difficulty obtaining ID, we strongly encourage you to work with an agency or organization that helps people obtain the papers they need to get an ID. If you are already working with an organization, fill out the contact information below. To find such an agency, ask your local Secretary of State office, or look at the list of agencies at www.michid.org.

Agency Name: ___________________________________________________
Address: ________________________________________________________
Contact Person: ___________________________________________________
Phone Number: ____________________ Fax Number: ____________________
E-mail: ________________________________

III. DOCUMENTS

A. Social Security Card (1 paper)

Do you have your card? Yes: ____ No: ____ If no, did you request a copy? Yes: ____ No: ____

__________ Date requested (attach copy of letter) or
__________ Date visited social security office.
__________ Date received reply from SSA (attach copy of letter).

Did you request a copy of another paper to show if you have a Social Security card or are not eligible? Yes: ____ No: ____

Date of request: ________________
(If yes, attach copy of letter and any response received to date.)

B. Legal Presence (at least 1 paper)

1. U.S. Citizens

Do you have a U.S. passport? Yes: ____ No: ____

Do you have a birth certificate? Yes: ____ No: ____

If no, where were you born (what city, hospital, at home, etc.) ________________

Does a birth certificate exist? Yes: ____ No: ____ Don’t Know: ____
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If yes, did you request a copy of your birth certificate? Yes: ____ No: ____

From what state ________________

Date requested ___________ (attach copy of the letter)

Date got an answer ___________ (attach copy)

What else do you have to show that you are a U.S. citizen or were born in the U.S.?

List papers: ____________________________________________________
______________________________________________________________
______________________________________________________________

2. Non-citizens

Do you have a copy of your green card? Yes: ____ No: ____

Do you have other papers to show that you are in the United States legally? Yes: ____ No: ____

What papers? (Attach copies)
______________________________________________________________
______________________________________________________________
______________________________________________________________

If no, did you request copies of papers to show that you are in the United States legally? Yes: ____ No: ____

Date you sent request(s) ____________ (Attach copies of request and any responses)

C. Identity (1 or more papers)

Do you have a recently issued ID or driver’s license from another state or Canada? Yes: ____ No: ____

Do you have any other papers listed on the Secretary of State’s list to prove your identity? Yes: ____ No: ____

Type of document: ____________________________________________________
______________________________________________________________
______________________________________________________________

Have you asked for copies of papers to help prove your identity? Yes: ____ No: ____

Type of document: ____________________________ Date sent: ___________________
(Attach copies of request and answers)
D. Residency (2 or more papers)

Do you have a recent bill or statement from a utility company, bank, credit card, insurance company that has your name and address on it? Yes: _____ No: _____

Do you have a lease or mortgage or property tax bill with your name and address on it? Yes: _____ No: _____

If you are living with someone else who pays any of these bills, how are they related to you?
_____________________________________________________________________

Do you have proof that they are related to you? Yes: _____ No: _____

Do you have a card, letter, notice or other statement issued to you by a local, state, or federal government organization or agency (DHS, Treasury, Unemployment Agency, your child’s local school district, Department of Corrections, voter ID card, Department of Community Health, etc) showing an address where you live in Michigan? Yes: _____ No: _____

Do you have a recent pay stub or statement of earnings from your employer with your employer’s name and address on it as well as your name and address? Yes: _____ No: _____

Do you have any papers that show your address in Michigan? Yes: _____ No: _____

Type of document: ______________________________________________________________
______________________________________________________________________________

Do you have any medical papers or prescriptions that show your name and address in Michigan? Yes: _____ No: _____

Did you ask any governmental agency or organizations for any papers to show that you are a Michigan resident and your address? Yes: _____ No: _____

If yes, type of paper(s): __________________________________________________________

and Date(s) requested: _________________________________________________________

(Attach a copy of your letters and any responses.)

Do you live in a shelter? Yes: _____ No: _____

If yes, can you get a letter from the shelter on its letterhead verifying that you live there? Yes: _____ No: _____

Do you have any other papers or cards that show your address in Michigan?

List: _________________________________________________________________________
_____________________________________________________________________________
STATEMENT ABOUT EFFORTS TO OBTAIN DOCUMENTS

Instructions: If you can’t get a paper that the Secretary of State wants, you will probably have to show what you or others did to try and get that paper. If someone else (from an agency, church, shelter, etc.) has tried to help you, try to get them to sign a statement about what they did. Ask whoever helped you if they will fill out and sign this paper. If they have any letters or notices that can show what they tried to get, attach a copies to this statement. If you want the Secretary of State to talk directly to the people or organizations who helped you, please ask them to fill out this form. You should then sign the release at the very bottom.

I / my organization helped ______________________________(name of person) try to obtain papers in order to get a Michigan State Identification card. A list of the papers we tried to get is listed below. (Attach other sheets if necessary).
Type of Document: _____________________What we did and date(s) _________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Name: __________________________________Organization: _______________________
Address: _________________________________________________________
Phone number: ___________________________

RELEASE: I authorize the person named above to talk to the Secretary of State office about this information about what I and/or they did to try to help me get the papers I need to get an ID.
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Name: ______________________________ Date: ____________________
Request and Certification for Waiver of Michigan Personal ID Card Fee - Unable to Pay

I, (print name) __________________________, certify the information on this form is true to the best of my knowledge. I request a waiver of the $10 fee for a personal ID card. I cannot afford to pay the fee because: (CHECK and FILL IN ONE BOX, then SIGN and DATE):

___ I am eligible for Family Independence Program (FIP) or State Disability Assistance (SDA) from the state.
   I have attached a copy of my letter from DHS showing amount and dates of FIP or SDA. (DHS 4400.)

___ I have no income. I have attached proof if I have it. (A copy of the DHS notice showing my Food Assistance Program budget (DHS 4400) or a letter from an agency or individual that helps me)

___ I do not get FIP or SDA, but my income is too low to pay the fee.

The other people in my household are:

| Write each person’s name and age or “NONE”: Attach more sheets if you need more room |
|-----------------------------------|---|---|
| My husband or wife:               | My child: | My child: |
| My child:                         | My child: | My child: |

My household income is:

<table>
<thead>
<tr>
<th>Type of income</th>
<th>Amount per month or NONE</th>
<th>Who gets it</th>
<th>Type of proof attached. (This can be a DHS notice or printout showing your Food Assistance Program budget, copy of check, pay stub, deposit record, printout or letter from agency, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security Disability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay checks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployment benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other information (such as expenses more than income (attach more pages and proof if available)

___ CHECK HERE IF: My monthly income is less than the amount for my household size below.
(Poverty level for 2009)

<table>
<thead>
<tr>
<th>Number in household</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>Each additional person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Income $</td>
<td>903</td>
<td>1,214</td>
<td>1,526</td>
<td>1,838</td>
<td>2,149</td>
<td>2,461</td>
<td>Add $311</td>
</tr>
</tbody>
</table>

Date: ___________________________ Signature: ___________________________

Note: Give this form to your local Secretary of State (SOS) and keep a copy for yourself. You may have to show the SOS your original documents but they should only keep copies.
IMPORTANT WEBSITES, ADDRESSES AND PHONE NUMBERS

Getting a Michigan State ID Website
www.michid.org

Michigan Secretary of State
Lansing, MI 48918
(888) 767-6424
http://www.michigan.gov/sos

Branch Office locator:
http://services.sos.state.mi.us/servicelocator/branchofficelocator.aspx

Secretary of State chart of preferred documents:
http://www.mich.gov/documents/sos/Applying_for_lic_or_ID_SOS_428_222146_7.pdf

Secretary of State information on getting social security numbers: http://www.mich.gov/sos/0,1607,7-127-1627-88859--,00.html

State of Michigan Vital Records Office
201 Townsend Street, Capitol View Bldg, 3rd Floor
Lansing MI 48913
517-335-8666
http://www.michigan.gov/mdch/0,1607,7-132-4645---,00.html

Out of State Records
http://www.cdc.gov/nchs/w2w.htm

Legal Help
Legal Services organizations: www.michiganlegalaid.org
State Bar of Michigan Lawyer Referral Program: 1-800-968-0738.

Help obtaining papers or paying fees:
• Call 211 or the United Way that serves your county:
  http://www.uwmich.org/2-1-1/2-1-1-call-centers
• If recently released from prison: check with your parole officer or the Michigan Prison Re-entry Initiative Community Coordinator for your county:
• Community Action Agency: http://mcaaa.org/
When applying for an original Michigan driver’s license or state identification card, you must present documentation of:
1. A valid Social Security number or proof of ineligibility.
2. Legal presence in the U.S.
3. Identity.
4. Michigan residency (at least two documents are required).

To streamline your application process is as smooth as possible, remember:
1. To double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, call the Department of State Information Center at (888) 505-MICH (787-6424) toll free for assistance.
2. DOCUMENTS MUST BE ORIGINALS OR COPIES CERTIFIED WITH A RAISED SEAL OR STAMP.
3. FILLED OR PHOTOCOPIED DOCUMENTS WILL NOT BE ACCEPTED.
4. FOREIGN DRIVER’S LICENSES ARE ACCEPTED AS PROOF OF DRIVING EXPERIENCE ONLY.

This form is available at www.mich.gov/sos. It is called Identification Documents for A Michigan Driver’s License or State Identification Card.