

# **Guide to Identification**

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When you leave prison, you may have only your prison-issued identification. While this serves as state-issued identification and will get you on a bus or train, it won't get you a social security card or driver's license. This document will outline the steps required for obtaining legal identification in preparation for release, a process that can be begin any time following arrest. This is general advice, and is not intended as legal advice about your specific case. Updated 11.29.15

### **PRISON-ISSUED IDENTIFICATION:**

When you leave prison, you may have only your prison-issued identification. This is state-issued identification, but you cannot drive with this even if you have a license. Keep this card, as it will help you acquire more permanent identification and help you access services.

# **RELEASE FROM PRISON WITH AN IDENTIFICATION CARD:**

An identification card is a vital resource when you leave prison. It is important to obtain housing, employment, and public benefits. If you can get an identification card prior to release, it will save you incredible amounts of hassle when you are released.

Starting January 1<sup>st</sup>, 2015, CA Penal Code 3007.05 requires the California Department of Corrections and Rehabilitation and the Department of Motor Vehicles to ensure that inmates released from state prisons have valid identification cards.



If you are leaving prison, and you meet all the following requirements:

- 1. Previously held a CA driver's license or ID card.
- 2. Have a usable photo on file with the DMV that is not more than 10 years old.
- 3. No outstanding fees due for a prior CA identification card.
- 4. DMV verified your name, date of birth, social security number, and proof of legal presence in the US.

Then, you should get an identification card.

# **Request for Outstanding DMV Fees:**

If you have outstanding fees, you may not be able to get an identification card. To request information on your DMV fees, fill out and send the DMV's INF 1125 form (attached on page 27).

# **Process for Prison Identification Program:**

The prison identification program was recently begun in most CDCR institutions, and officials are still developing a process. However, at the institutions PRN consulted, there is a long process for getting a DMV identification prior to leaving a facility. In most institutions, it takes months. Each institution has its own process, so **talk to your CCII as soon as possible to ensure that you are released from prison with a DMV-issued identification card.** 

### **BIRTH CERTIFICATE:**

A birth certificate is a record of your birth. It is <u>necessary</u> for obtaining identification and accessing services. If you were born outside of California, you must contact the state and county where you were born. If you were born in California, you or your parent, legal guardian, child, grandparent, grandchild, brother, sister, spouse, or domestic partner can get your birth certificate. It may be easier to ask a family member to help get your birth certificate, as navigating the prison may be difficult.

California birth certificates take up to <u>four weeks</u> to process, and require personal information in addition to a **\$25 fee**.

When you fill out the application, which is on the following six pages, be sure to **request a certified copy**. Most importantly, this will require a **notarized sworn statement**. To get a document notarized, ask your counselor. Send the application to the county register. The addresses of county registers are located on page 9.



For more information, ask your counselor to contact California Department of Health Vital Records at

916-445-2684 or

California Department of Public Health Vital Records – MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410

# **INSTRUCTIONS**

- Mail the following items to our office:
  - 1) Completed "Application for Certified Copy of Birth Record" (VS 111).
  - 2) Notarized sworn statement (if applicable).
  - 3) \$25 fee per copy requested.
- Complete a separate application for each record requested.
- Be sure to complete all items required on the application, and provide as much information as possible to help locate the record, otherwise your request may be returned to you for correction.
- Fees are payable to "CDPH Vital Records" via check or money order. International money orders for out-ofcountry requests should be payable in U.S. dollars. Fees are also nonrefundable per state law.
- If we cannot locate the record based on the information you provide, California Health and Safety Code authorizes our office to maintain the fee for the search itself, and we will issue a Certificate of No Public Record (CNPR).
- Fees previously paid to local registrars and county recorder's offices cannot be transferred to our office.

Vital Records maintains a permanent, public record of every birth and death that has occurred in California since July 1905, and has more than 50 million records on file.



California Department of Public Health Vital Records – MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410 (916) 445-2684 www.cdph.ca.gov CA Relay: 711/1-800-735-2929



# How to Obtain Certified Copies of *Birth Records*

January 1, 2014

#### AVAILABILITY OF RECORDS

Before birth certificates are registered in our state database and are made available for processing copies, they are first registered in the county where the birth took place. This process is administered through the local county health department (registered) and local county recorder's office (maintained).

Because of the time it takes the county offices to send the records to our office and to get them registered in our system, we encourage you to request certified copies of birth certificates from the county recorder's office if you require a copy within the first three months after the date of event.

**Caution:** If you choose to send your request to our office within the first three months after the date of event, and we do not have the record available yet, we will issue you a Certificate of No Public Record (CNPR). Our office will retain the fee for the search, per California law.

#### IF THE RECORD IS BEING AMENDED

Amendments to original birth records are frequently submitted to our office to correct errors or add information to original documents. Copies of amended certificates may be requested at the same time the amendment is submitted. The applicant receives a certified copy once the amendment is completed.

- If you request a certified copy before the amendment has been completed, you will receive either: a copy of the un-amended record, or a CNPR if we are not able to locate the record.
- If you know that the record is being amended, and it is the amended record that you want, please wait until after the amendment has been completed before requesting a certified copy.

#### **ATTENTION:**

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING APPLICATION

#### CERTIFIED COPIES AND SWORN STATEMENTS

There are two types of certified copies available upon request:

#### 1) Certified Copy

(authorized persons only)

If you are requesting a certified copy, you MUST provide a notarized sworn statement (see page 3 of application) declaring under penalty of perjury that you are authorized by law to receive the certified copy (see application for list of authorized individuals).

If you are requesting a certified copy and a notarized sworn statement is not included, we will not be able to accept your request for processing.

A certified copy can be used to establish the identity of the person named on the certificate.

**Note:** Only one sworn statement is required for multiple records that are requested at the same time — but the sworn statement must include the name of each person whose record is being requested and your relationship to that person.

#### 2) Certified Informational Copy (any interested person)

If you are requesting a certified informational copy, you DO NOT need to provide a sworn statement.

A certified informational copy has a legend printed on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY." Persons who are not eligible to receive a certified copy can receive a certified informational copy.

Both types of documents are certified copies of the original document on file with our office. Depending on the exact year of event, some certified informational copies will have signatures and Social Security numbers redacted (concealed).

#### APPLICANT NOTIFICATION

Once your request has been received and evaluated:

- If your request is not accepted (e.g., due to insufficient fees, insufficient information, etc.), we will return your request to you with a letter explaining what needs to be corrected; or,
- If your request is accepted, we will process the application and mail out a copy of the certificate(s) you requested.

Please allow a few weeks to receive these documents.

#### PROCESSING TIMES

To check current processing times for certified copies of birth certificates, visit our website:

#### http://www.cdph.ca.gov/certlic/birthdeathmar/ Pages/ProcessingTimes.aspx

If you need your copy sooner, please refer to the enclosed list of county recorder's offices to contact the county where the event occurred. Because of the large volume of requests we process at the state level, the county offices can usually provide a faster processing time.

All applications and written inquiries should be mailed to:

#### California Department of Public Health Vital Records – MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410

If you still have any questions, please contact our Customer Service Unit at (916) 445-2684, Monday through Friday, between 8AM – 4PM. Г

#### PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS APPLICATION

applic	rt of statewide efforts to prevent identity th ation to receive certified copies of birth rec Document to Establish Identity."			•		•		
	•	requesting:						
Please indicate the type of certified copy you are requesting:         I would like a Certified Copy. This copy will establish the identity of the registrant. (To receive a Certified Copy you MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT by selecting from the list below AND COMPLETE THE ATTACHED SWORN STATEMENT declaring that you are eligible to receive the Certified Copy. The Sworn Statement MUST BE NOTARIZED if the application is submitted by mail unless you are a law enforcement or local or state governmental agency.)			<ul> <li>I would like a Certified Informational Copy. This document will be printed with a legend on the face of the document that states, "INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."</li> <li>(A Sworn Statement does not need to be provided.)</li> </ul>					
	: Both documents are certified copies o tures and Social Security Number, the do	-			ce. With the	exception of t	he legend and	redaction of
Fee:	\$25 per copy (payable to CDPH						NOT SEND C	ASH P
	(CDPH cannot be held responsible f	or fees paid in	n cash that ar	e lost, misdire	ected, or und	elivered).		.E A
	eive a <b>Certified Copy</b> I am:							SE
	The registrant (person listed on the certifi							itation.)
	A party entitled to receive the record as a record in order to comply with the require							er.)
	A member of a law enforcement agency of business. (Companies representing a gov			, 0	<i>11</i>		0	er.) Official Ourt
	A child, grandparent, grandchild, brother	or sister, spouse	e, or domestic p	partner of the reg	gistrant.			×
	An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate.					ourt		
	Appointed rights in a power of attorney, or supporting documentation identifying years			's estate. (Pleas	e include a cop	oy of the powe	r of attorney, o	r
APP	LICANT INFORMATION (PLEASE P	RINT OR TYP	PE)	Today's Date	e:			
Ageno	cy Name (If Applicable)			Agency Case Number Inmate ID Number				
Print	Name of Applicant			Signature of A	pplicant	t Purpose of Request		
Mailir	ng Address – Number, Street			Amount Enclo	sed – <b>DO NOT</b>	SEND CASH	Number of (	Copies
				\$ Che	nck Ś	Monoy Order		
				ې Che	eck Ş	violiey Order		
City		_		Name of Person Receiving Copies, if Different from Applicant				
State,	/Province	ZIP Code		Mailing Address for Copies, if Different from Applicant				
Dayti (	me Telephone (include area code) )	Country		City State		State	ZIP Code	
	H RECORD INFORMATION (PLEAS		•	dopted: he best of you			on Page 2)	
FIRST Name MIDDLE Name		М	IIDDLE Name	LAST Name				
	City of Birth (must be in California)			County of Birth				
City o	f Birth (must be in California)							
,	f Birth (must be in California) of Birth – MM/DD/CCYY (If unknown, ent	er approximate	e date of birth	)		Sex Ferr	ale	Male
Date	· · · ·		e date of birth	)		Fem		Male Pomestic Partnership)

#### **INFORMATION:**

Birth records have been maintained in the California Department of Public Health Vital Records since July 1, 1905. The name required on Vital Records (see Items 1C, 6C, 7C, 9C, and 12C) is the name given at birth, or a name received through adoption, court-ordered name change, or naturalization. AKAs (Also Known As) and assumed names cannot be entered as the legal name on the birth record.

#### **INSTRUCTIONS:**

1. **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a birth record to establish identity of the registrant (person listed on the certificate). (Page 1 identifies the individuals who are authorized to make the request.) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity."

**Confidential Information on Birth Record:** some individuals have special needs for a birth certificate that contains the confidential information provided at the time the birth record was prepared. This confidential information may be used to establish ethnicity, to provide health background, or for other personal reasons. For information on how to obtain a birth certificate containing the confidential information, please refer to the **Birth Record** section of our website at: <a href="https://www.cdph.ca.gov">www.cdph.ca.gov</a>. Only specific individuals may obtain confidential copies.

- 2. Complete a separate application for each birth record requested.
- 3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. In the **Birth Record Information** section, provide all the information you have available to identify the birth record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
- 4. If the registrant has been adopted, make the request in the adopted name. If the registrant was born outside the United States and re-adopted in California, mark the "Yes" box and complete the application with the adopted information. (If you are requesting a copy of the original birth certificate, you must provide a court order releasing the original sealed record.)

		Text
5.	SWORN STATEMENT:	Text Text

- The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring under penalty of perjury that they are eligible to receive the certified copy of the birth record and identify their relationship to the registrant the relationship must be one of those identified on Page 1.
- If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or call your banking institution.) Law enforcement and local and state governmental agencies are exempt from the notary requirement.
- You do not have to provide a Sworn Statement if you are requesting a Certified Informational Copy of the birth record.
- 6. Submit \$25 for each copy requested. If no birth record is found, the fee will be retained for searching for the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to CDPH Vital Records. PLEASE SUBMIT CHECK OR MONEY ORDER DO NOT SEND CASH (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).
- 7. Mail completed applications with the fee(s) to:

California Department of Public Health Vital Records – MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410 (916) 445-2684

#### **SWORN STATEMENT**

, declare under penalty of perjury under the laws of the State of California, ١, \_ (Applicant's Printed Name)

that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a

certified copy of the birth, death, or marriage certificate of the following individual(s):

Name of Person Listed on Certificate	Applicant's Relationship to Person Listed on Certificate (Must Be a Relationship Listed on Page 1 of Application)

(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)

Subscribed to this da (Day)	(Month)	(City)	, (State)
		(Applicant's Sig	nature)
Note: If submitting your order by r Acknowledgment below. The Certi local and state governmental agen	ificate of Acknowledgment	must be completed by a	d using the Certificate of Notary Public. (Law enforcement and
	CERTIFICATE OF ACK	NOWLEDGMENT	
State of)			
County of)			
Dn before me, (insert name	, pe e and title of the officer)	rsonally appeared	
who proved to me on the basis of satisfactory evi	idence to be the person(s) who	ose name(s) is/are subscribed	d to the within instrument and
acknowledged to me that he/she/they executed t	the same in his/her/their auth	orized capacity(ies), and that	t by his/her/their signature(s) on
he instrument the person(s), or the entity upon b	behalf of which the person(s) a	acted, executed the instrume	ent. I certify under PENALTY OF
PERJURY under the laws of the State of California	that the foregoing paragraph	is true and correct.	
		WITNESS my hand and officia (SEAL)	al seal.

SIGNATURE OF NOTARY PUBLIC

# **CALIFORNIA COUNTY RECORDERS**

Alameda	1106 Madison Street, First Floor, Oakland, CA 94607, (510) 272-6362
Alpine	99 Water Street, or P.O. Box 155, Markleeville, CA 96120, (530) 694-2283
Amador	810 Court Street, Jackson, CA 95642, (209) 223-6468
Butte	25 County Center Drive, Suite 105, Oroville, CA 95965, (530) 538-7691
Calaveras	891 Mountain Ranch Road, San Andreas, CA 95249, (209) 754-6372
Colusa	546 Jay Street, Suite 200, Colusa, CA 95932, (530) 458-0500
Contra Costa	555 Escobar Street, or P.O. Box 350, Martinez, CA 94553, (925) 335-7900
Del Norte	981 H Street, Suite 160, Crescent City, CA 95531, (707) 464-7216
El Dorado	360 Fair Lane, Placerville, CA 95667, (530) 621-5490
Fresno	2281 Tulare Street, Room 302, or P.O. Box 766, Fresno, CA 93712, (559) 600-3476
Glenn	516 West Sycamore Street, Second Floor, Willows, CA 95988, (530) 934-6412
Humboldt	825 Fifth Street, Fifth Floor, Eureka, CA 95501, (707) 445-7382
Imperial	940 West Main Street, Suite 202, El Centro, CA 92243, (760) 482-4272
Inyo	168 North Edwards Street, or P.O. Drawer F, Independence, CA 93526, (760) 878-0222
Kern	1655 Chester Avenue, Bakersfield, CA 93301, (661) 868-6400
Kings	Government Center, 1400 West Lacey Boulevard, Hanford, CA 93230, (559) 582-3211, ext. 2470
Lake	Courthouse, 255 North Forbes Street, Lakeport, CA 95453, (707) 263-2293
Lassen	220 South Lassen Street, Suite 5, Susanville, CA 96130, (530) 251-8234
Los Angeles	12400 Imperial Highway, Room 1002, Norwalk, CA 90650, (562) 462-2137 or 2101 or 2102
Madera	200 West Fourth Street, Madera, CA 93637, (559) 675-7724
Marin	3501 Civic Center Drive, Room 232, San Rafael, CA 94903, (415) 499-6092 or (415) 473-6092
	4982 Tenth Street, or P.O. Box 35, Mariposa, CA 95338, (209) 966-5719
Mariposa	
Mendocino	501 Low Gap Road, Room 1020, Ukiah, CA 95482, (707) 463-4376
Merced	2222 M Street, Merced, CA 95340, (209) 385-7627
Modoc	108 E. Modoc Street, Alturas, CA 96101, (530) 233-6205
Mono	74 School Street, Annex 1, or P.O. Box 237, Bridgeport, CA 93517, (760) 932-5530
Monterey	168 West Alisal Street, First Floor, or P.O. Box 29, Salinas, CA 93902-0570, (831) 755-5041
Napa	900 Coombs Street, Room 116, or P.O. Box 298, Napa, CA 94559-0298, (707) 253-4105
Nevada	950 Maidu Avenue, Suite 210, Nevada City, CA 95959, (530) 265-1221
Orange	12 Civic Center Plaza, Room 101, Santa Ana, CA 92701, (714) 834-2500
Placer	2954 Richardson Drive, Auburn, CA 95603, (530) 886-5600
Plumas	520 Main Street, Room 102, Quincy, CA 95971, (530) 283-6218 or (530) 283-6256
Riverside	2724 Gateway Drive, or P.O. Box 751, Riverside, CA 92502-0751, (951) 486-7000
Sacramento	600 Eighth Street, or P.O. Box 839, Sacramento, CA 95812-0839, (916) 874-6334
San Benito	County Courthouse, 440 Fifth Street, Room 206, Hollister, CA 95023-3896, (831) 636-4046
San Bernardino	222 West Hospitality Lane, First Floor, San Bernardino, CA 92415-0022, (855) 732-2575
San Diego	1600 Pacific Highway, Suite 260, San Diego, CA 92101, (619) 237-0502
San Francisco	One Dr. Carlton B. Goodlett Place, City Hall, Room 190, San Francisco, CA 94102, (415) 554-5596*
San Francisco Health Dept.	101 Grove Street, Room 105, San Francisco, CA 94102, (415) 554-2700**
San Joaquin	44 North San Joaquin Street, Suite 260, or P.O. Box 1968, Stockton, CA 95201-1968, (209) 468-3939
San Luis Obispo	1055 Monterey Street, Room D120, San Luis Obispo, CA 93408, (805) 781-5080
San Mateo	555 County Center, First Floor, Redwood City, CA 94063-1665, (650) 363-4500
Santa Barbara	1100 Anacapa Street, or P.O. Box 159, Santa Barbara, CA 93102-0159, (805) 568-2250
Santa Clara	70 West Hedding Street, San Jose, CA 95110, (408) 299-5688
Santa Cruz	701 Ocean Street, Room 230, Santa Cruz, CA 95060, (831) 454-2800
Shasta	1450 Court Street, Suite 208, Redding, CA 96001-1670, (530) 225-5678
Sierra	100 Courthouse Square, Room 11, or P.O. Drawer D, Downieville, CA 95936, (530) 289-3295
Siskiyou	311 Fourth Street, Room 108, Yreka, CA 96097, (530) 842-8065
Solano	675 Texas Street, Suite 2700, Fairfield, CA 94533-6338, (707) 784-6294
Sonoma	585 Fiscal Dive, Room 103-F, or P.O. Box 1709, Santa Rosa, CA 95402, (707) 565-2651
Stanislaus	1021 I Street, Suite 101, Modesto, CA 95354-0847, (209) 525-5250
Sutter	433 Second Street, Yuba City, CA 95991, (530) 822-7134
Tehama	633 Washington Street, Room 11, or P.O. Box 250, Red Bluff, CA 96080, (530) 527-3350
Trinity	11 Court Street, or P.O. Box 1215, Weaverville, CA 96093, (530) 623-1215
Tulare	County Civic Center, 221 South Mooney Boulevard, Room 103, Visalia, CA 93291, (559) 636-5050
Tuolumne	2 South Green Street, Sonora, CA 95370, (209) 533-5531
Ventura	800 South Victoria Avenue, Ventura, CA 93009-1260, (805) 654-3665
Yolo	625 Court Street, Room B01, or P.O. Box 1130, Woodland, CA 95776-1130, (530) 666-8130
Yuba	915 Eighth Street, Suite 107, Marysville, CA 95901, (530) 749-7851

\* Public Marriages\*\* Birth and Death Certificates

Rev 08/28/13

### **SOCIAL SECURITY NUMBER:**

A social security number helps identify you to the U.S. government, and will connect you with Social Security benefits. It is needed for job applications. Like a birth certificate, a social security number identifies who you are to the federal and state government. It is <u>necessary</u> for job applications and obtaining identification. Memorize your social security number.

You must provide documentation that proves your U.S. citizenship and identity:

- Birth Certificate; or
- Drivers license or ID card; or
- U.S. passport; or

• Certificate of naturalization or a certificate of citizenship No photocopies are accepted. If you do not have these specific documents, you can also provide:

- Employee ID card
- School ID card
- Health insurance card (not a Medicare card)
- U.S. military card
- Adoption decree



With this information, you should go to the local social security office. Be sure to check the hours of operation, as social security offices often close early. The application for a social security card is on the following pages.

# Getting a social security card while inside prison:

In some institutions, you can get a social security card prior to release. You must have previously had a social security card, and contact the social security regional office at SSA Regional Public Affairs Office PO BOX 3201, Richmond CA 94804. You also can contact your local office. Send an information release and certificate of inmate status, both obtained from your correctional counselor, and also include the form on the following pages.

### ALL KNOWN SOCIAL SECURITY OFFICES IN CALIFORNIA:

OFFICE	ADDRESS	CITY	PHONE
Alhambra Office	900 S Garfield Ave Alhambra CA 91801	<u>Alhambra</u>	1-800-772-1213   1-800-325-0778
Anaheim Office	900 S Harbor Blvd Anaheim CA 92805	Anaheim	1-800-772-1213   1-800-325-0778
Antioch Office	2615 Crow Court Antioch CA 94509	<u>Antioch</u>	1-800-772-1213   1-800-325-0778
Auburn Office	11855 Edgewood Rd Auburn CA 95603	<u>Auburn</u>	(866) 931-6087   1-800-772-1213
Bakersfield Office	2575 Haley Street Bakersfield CA 93305	<u>Bakersfield</u>	(866) 366-9558   1-800-772-1213
Bakersfield Office	5300 Office Park Drive Bakersfield CA 93309	<u>Bakersfield</u>	(661) 861-4242   1-800-772-1213
Barstow Office	720 E. Main St. Barstow CA 92311	<u>Barstow</u>	1-800-772-1213   1-800-325-0778
Berkeley Office	2045 Allston Way Berkeley CA 94704	<u>Berkeley</u>	1-800-772-1213   1-800-325-0778
Blythe Office	874 E Hobson Way Blythe CA 92225	<u>Blythe</u>	1-800-772-1213   1-800-325-0778

Brea Office	3230 E Imperial Hwy Brea CA 92821	Brea	1-800-772-1213   1-800-325-0778
Burbank Office	1420 W Olive Ave Burbank CA 91506	<u>Burbank</u>	1-800-772-1213   1-800-325-0778
Campbell Office	770 W Hamilton Ave Campbell CA 95008	<u>Campbell</u>	1-800-772-1213   1-800-325-0778
Chatsworth Office	20439 Nordhoff Street Chatsworth CA 91311	<u>Chatsworth</u>	1-800-772-1213
Chico Office	2035 Forest Ave Chico CA 95928	<u>Chico</u>	(866) 964-7585   1-800-772-1213
Chula Vista Office	626 L Street Chula Vista CA 91911	<u>Chula Vista</u>	1-800-772-1213   1-800-325-0778
Compton Office	171 E Compton Blvd Compton CA 90220	<u>Compton</u>	1-800-772-1213   1-800-325-0778
Crescent City Office	560 E Hoover Ave Crescent City CA 95531	Crescent City	(707) 465-5943   1-800-772-1213
Daly City Office	355 Gellert Blvd Daly City CA 94015	Daly City	1-800-772-1213   1-800-325-0778
Delano Office	2234 Girard Street Delano CA 93215	<u>Delano</u>	(661) 725-3721   1-800-772-1213
El Cajon Office	846 Arnele Ave El Cajon CA 92020	<u>El Cajon</u>	1-800-772-1213   1-800-325-0778
El Centro Office	2345 S 2nd St El Centro CA 92243	<u>El Centro</u>	1-800-772-1213   1-800-325-0778
El Monte Office	9351 Telstar Ave. El Monte CA 91731	<u>El Monte</u>	1-800-772-1213   1-800-325-0778
Eureka Office	3144 Broadway Eureka CA 95501	<u>Eureka</u>	(707) 445-9610   1-800-772-1213
Fairfield Office	2500 Hilborn Road Fairfield CA 94534	<u>Fairfield</u>	1-800-772-1213   1-800-325-0778
Fontana Office	10668 Sierra Ave Fontana CA 92337	<u>Fontana</u>	1-800-772-1213   1-800-325-0778

Fountain Valley Office	17075 Newhope Street Fountain Valley CA 92708	Fountain Valley	1-800-772-1213   1-800-325-0778
Fremont Office	3100 Mowry Ave Fremont CA 94538	Fremont	1-800-772-1213   1-800-325-0778
Fresno Office	5060 E Clinton Way Fresno CA 93727	Fresno	(559) 487-5548   1-800-772-1213
Fresno Office	640 W Locust Avenue Fresno CA 93650	Fresno	(866) 931-9041   1-800-772-1213
Fresno Office	1052 C Street Fresno CA 93706	<u>Fresno</u>	(559) 487-5391   1-800-772-1213
Garden Grove Office	11900 Gilbert St Garden Grove CA 92841	<u>Garden Grove</u>	1-800-772-1213   1-800-325-0778
Gilroy Office	1059 First Street Gilroy CA 95020	<u>Gilroy</u>	(408) 842-4485   1-800-772-1213
Glendale Office	710 S Central Ave Glendale CA 91204	<u>Glendale</u>	1-800-772-1213   1-800-325-0778
Glendora Office	1165 E Route 66 Glendora CA 91740	<u>Glendora</u>	1-800-772-1213   1-800-325-0778
Hanford Office	330 North Harris St Hanford CA 93230	<u>Hanford</u>	(559) 582-3767   1-800-772-1213
Hayward Office	24301 Southland Dr Hayward CA 94545	Hayward	1-800-772-1213   1-800-325-0778
Hemet Office	3095 W Devonshire Ave Hemet CA 92545	<u>Hemet</u>	1-800-772-1213   1-800-325-0778
Hollywood Office	1122 N Vine St Hollywood CA 90038	<u>Hollywood</u>	1-800-772-1213   1-800-325-0778
Huntington Park Office	6303 Rugby Avenue Huntington Park CA 90255	Huntington Park	1-800-772-1213   1-800-325-0778
Indio Office	46845 Monroe Street Indio CA 92201	<u>Indio</u>	1-800-772-1213   1-800-325-0778

Inglewood Office	230 East Spruce Avenue Inglewood CA 90301	Inglewood	1-800-772-1213   1-800-325-0778
La Mesa Office	7961 University Ave La Mesa CA 91942	<u>La Mesa</u>	1-800-772-1213   1-800-325-0778
Lakeport Office	2025 South Main St Lakeport CA 95453	Lakeport	(707) 263-1749   1-800-772-1213
Lakewood Office	4957 Paramount Blvd Lakewood CA 90712	<u>Lakewood</u>	1-800-772-1213   1-800-325-0778
Lancaster Office	44451 N 20th Street W Lancaster CA 93534	Lancaster	(866) 964-1725   1-800-772-1213
Lodi Office	2122 W Kettleman Lane Lodi CA 95242	<u>Lodi</u>	(209) 369-1942   1-800-772-1213
Long Beach Office	2005 Long Beach Blvd Long Beach CA 90806	Long Beach	1-800-772-1213   1-800-325-0778
Los Angeles Office	12429 S Avalon Blvd Los Angeles CA 90061	Los Angeles	1-800-772-1213   1-800-325-0778
Los Angeles Office	4000 Wilshire Blvd Los Angeles CA 90010	Los Angeles	1-800-772-1213   1-800-325-0778
Los Angeles Office	611 W 6th Street Los Angeles CA 90017	Los Angeles	1-800-772-1213   1-800-325-0778
Los Angeles Office	1115 W Adams Blvd Los Angeles CA 90007	Los Angeles	1-800-772-1213   1-800-325-0778
Los Angeles Office	3840 Crenshaw Blvd Los Angeles CA 90008	Los Angeles	1-800-772-1213   1-800-325-0778
Los Angeles Office	215 N Soto Street Los Angeles CA 90033	Los Angeles	1-800-772-1213   1-800-325-0778
Los Angeles Office	11500 W Olympic Blvd Los Angeles CA 90064	Los Angeles	1-800-772-1213   1-800-325-0778
Madera Office	348 E Yosemite Ave Madera CA 93638	Madera	(559) 661-4446   1-800-772-1213
Manteca Office	1009 S Main Street Manteca CA 95337	<u>Manteca</u>	(209) 239-2046   1-800-772-1213
Merced Office	600 West Olive Ave Merced CA 95348	Merced	(209) 723-2072   1-800-772-1213
Mission Viejo Office	26051 Acero Road Mission Viejo CA 92691	Mission Viejo	1-800-772-1213   1-800-325-0778
Modesto Office	1521 N Carpenter Rd Modesto CA 95351	<u>Modesto</u>	(209) 523-2670   1-800-772-1213
Montebello Office	2216 W Beverly Blvd Montebello CA 90640	<u>Montebello</u>	1-800-772-1213   1-800-325-0778
Moreno Valley Office	De Los Lagos Moreno Valley CA 92553	Moreno Valley	1-800-772-1213   1-800-325-0778
Mountain View Office	700 E. El Camino Real Mountain View CA 94040	<u>Mountain View</u>	1-800-772-1213   1-800-325-0778
Napa Office	1850 Soscol Ave Napa CA 94559	<u>Napa</u>	1-800-772-1213   1-800-325-0778
National City Office	2530 E Plaza Boulevard National City CA 91950	National City	1-800-772-1213   1-800-325-0778
Needles Office	1502 Bailey Avenue Needles CA 92363	<u>Needles</u>	1-800-772-1213   1-800-325-0778
Norwalk Office	12440 E Imperial Hwy Norwalk CA 90650	Norwalk	1-800-772-1213   1-800-325-0778
Oakland Office	238 11th St Oakland CA 94607	<u>Oakland</u>	1-800-772-1213   1-800-325-0778
Oakland Office	7200 Bancroft Avenue Oakland CA 94605	<u>Oakland</u>	1-800-772-1213   1-800-325-0778
Oceanside Office	2160 S El Camino Real Oceanside CA 92054	<u>Oceanside</u>	1-800-772-1213   1-800-325-0778
Ontario Office	1100 E Holt Blvd Ontario CA 91761	<u>Ontario</u>	1-800-772-1213   1-800-325-0778
Oroville Office	115 Table Mountain Bl Oroville CA 95965	<u>Oroville</u>	(866) 331-7130   1-800-772-1213

Oxnard Office	327 North Fifth Street Oxnard CA 93030	<u>Oxnard</u>	1-800-772-1213   1-800-325-0778
Palm Springs Office	4201 E Ramon Rd Palm Springs CA 92264	Palm Springs	1-800-772-1213   1-800-325-0778
Pasadena Office	104 N Mentor Avenue Pasadena CA 91106	Pasadena	1-800-772-1213
Placerville Office	4355 B Golden Cntr Dr Placerville CA 95667	<u>Placerville</u>	(530) 626-8421   1-800-772-1213

Pomona Office	960 W Mission Blvd Pomona CA 91766	<u>Pomona</u>	1-800-772-1213   1-800-325-0778
Porterville Office	890 W Morton Avenue Porterville CA 93257	<u>Porterville</u>	(559) 781-4120   1-800-772-1213
Redding Office	2195 Larkspur Lane Redding CA 96002	Redding	(866) 964-1236   1-800-772-1213
Redlands Office	1449 W Redlands Blvd Redlands CA 92373	<u>Redlands</u>	1-800-772-1213   1-800-325-0778
Redwood City Office	601 Allerton St 2nd Fl Redwood City CA 94063	Redwood City	1-800-772-1213   1-800-325-0778
Richmond Office	3164 Garrity Way Richmond CA 94806	<u>Richmond</u>	1-800-772-1213   1-800-325-0778
Riverside Office	7880 Mission Grv Pk So Riverside CA 92508	<u>Riverside</u>	1-800-772-1213   1-800-325-0778
Roseville Office	910 Cirby Way Roseville CA 95661	<u>Roseville</u>	(916) 770-8300   1-800-772-1213
Sacramento Office	40 Massie Circle Sacramento CA 95823	<u>Sacramento</u>	(916) 689-5293   1-800-772-1213
Sacramento Office	8581 Folsom Blvd Ste A Sacramento CA 95826	<u>Sacramento</u>	1-877-274-5419
Sacramento Card Services Office	8581 Folsom Blvd Ste B Sacramento CA 95826	<u>Sacramento</u>	1-800-772-1213
Sacramento Office	2424 Arden Way Sacramento CA 95825	Sacramento	1-855-782-9153
San Bernardino Office	605 N Arrowhead Ave San Bernardino CA 92401	San Bernardino	1-800-772-1213   1-800-325-0778
San Diego Office	8505 Aero Dr San Diego CA 92123	<u>San Diego</u>	1-800-772-1213   1-800-325-0778
San Diego Office	1333 Front Street San Diego CA 92101	<u>San Diego</u>	1-800-772-1213   1-800-325-0778
San Fernando Office	456 S F Mission Blvd San Fernando CA 91340	<u>San Fernando</u>	1-800-772-1213   1-800-325-0778
San Francisco Office	90 7th St San Francisco CA 94103	San Francisco	1-800-772-1213   1-800-325-0778
San Francisco Office	1098 Valencia St San Francisco CA 94110	San Francisco	1-800-772-1213   1-800-325-0778
San Francisco Office	560 Kearny Street San Francisco CA 94108	San Francisco	1-800-772-1213   1-800-325-0778
San Jose Office	280 S First Street San Jose CA 95113	<u>San Jose</u>	1-800-772-1213   1-800-325-0778
San Jose Office	6140 Cottle Road San Jose CA 95123	<u>San Jose</u>	1-800-772-1213   1-800-325-0778
San Jose Office	2500 Fontaine Rd San Jose CA 95121	<u>San Jose</u>	1-800-772-1213   1-800-325-0778
San Leandro Office	320 Davis Street San Leandro CA 94577	<u>San Leandro</u>	1-800-772-1213   1-800-325-0778
San Luis Obispo Office	3240 S Higuera St San Luis Obispo CA 93401	San Luis Obispo	<u>e</u> (805) 544-5251   1-800-772-1213
San Marcos Office	367 Via Vera Cruz San Marcos CA 92078	San Marcos	1-800-772-1213   1-800-325-0778
San Mateo Office	800 South Claremont St San Mateo CA 94402	San Mateo	1-800-772-1213   1-800-325-0778

San Rafael Office	1001 Lootens Place San Rafael CA 94901	<u>San Rafael</u>	1-800-772-1213   1-800-325-0778
Santa Ana Office	1851 East First Street Santa Ana CA 92705	<u>Santa Ana</u>	1-800-772-1213   1-800-325-0778
Santa Barbara Office	355 Paseo Nuevo Santa Barbara CA 93101	<u>Santa Barbara</u>	(805) 963-7806   1-800-772-1213
Santa Clarita Office	23504 Lyons Ave Santa Clarita CA 91321	<u>Santa Clarita</u>	1-800-772-1213   1-800-325-0778
Santa Cruz Office	169 Walnut Avenue Santa Cruz CA 95060	<u>Santa Cruz</u>	1-800-593-8523
Santa Maria Office	2436 Professional Pkwy Santa Maria CA 93455	<u>Santa Maria</u>	(805) 934-2793   1-800-772-1213
Santa Rosa Office	2099 Range Avenue Santa Rosa CA 95401	<u>Santa Rosa</u>	(707) 544-4302   1-800-772-1213
Sonora Office	1194 North Highway 49 Sonora CA 95370	<u>Sonora</u>	(209) 532-5101   1-800-772-1213
Stockton Office	3558 Deer Park Drive Stockton CA 95219	<u>Stockton</u>	(877) 803-6314   1-800-772-1213
Susanville Office	2603 Riverside Dr Susanville CA 96130	Susanville	(530) 257-2032   1-800-772-1213
Thousand Oaks Office	80 East Hillcrest Dr Thousand Oaks CA 91360	Thousand Oaks	1-800-772-1213   1-800-325-0778
Torrance Office	22600 Crenshaw Blvd Torrance CA 90505	Torrance	1-800-772-1213   1-800-325-0778
Ukiah Office	521 S Orchard Ave Ukiah CA 95482	<u>Ukiah</u>	(707) 462-0225   1-800-772-1213
Vallejo Office	106 Plaza Dr Ste A Vallejo CA 94591	Vallejo	1-800-772-1213   1-800-325-0778
Panorama City Ca Office	14500 Roscoe Blvd Panorama City CA 91402	Panorama City	1-800-772-1213
Ventura Office	6477 Telephone Road Ventura CA 93003	<u>Ventura</u>	1-800-772-1213
Victorville Office	13955 Park Ave Victorville CA 92392	<u>Victorville</u>	1-800-772-1213   1-800-325-077
Visalia Office	1901 E Noble Avenue Visalia CA 93292	<u>Visalia</u>	(866) 344-8475   1-800-772-1213
Walnut Creek Office	1111 Civic Drive Walnut Creek CA 94596	Walnut Creek	1-800-772-1213   1-800-325-077
Watsonville Office	180 Westgate Drive Watsonville CA 95076	Watsonville	(831) 722-7141   1-800-772-1213
West Covina Office	501 S Vincent Ave West Covina CA 91790	West Covina	1-800-772-1213   1-800-325-0778
West Sacramento Office	825 Riverside Parkway West Sacramento CA 9560	5 West Sacramento	(916) 373-3850   1-800-772-1213
Whittier Office	7200 Greenleaf Whittier CA 90602	Whittier	1-800-772-1213   1-800-325-077
Yreka Office	1960 S. Oregon Street Yreka CA 96097	Yreka	(530) 842-1282   1-800-772-1213
Yuba City Office	355 Percy Avenue Yuba City CA 95991	<u>Yuba City</u>	(866) 331-5449   1-800-772-1213
Yucca Valley Office	56492 29 Palms Hwy Yucca Valley CA 92284	Yucca Valley 1-	800-772-1213   1-800-325-0778

# Applying for a Social Security Card is free!

# **USE THIS APPLICATION TO:**

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

**IMPORTANT:** You MUST provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at <u>www.socialsecurity.gov</u>.

# **Original Social Security Card**

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

# **Replacement Social Security Card**

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

# **Changing Information on Your Social Security Record**

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

### LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

### IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at <u>www.socialsecurity.gov</u> for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

# **EVIDENCE DOCUMENTS**

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

**IMPORTANT** : If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

# **Evidence of Age**

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

# **Evidence of Identity**

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.

# **Evidence of U.S. Citizenship**

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

# **Evidence of Immigration Status**

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

# **HOW TO COMPLETE THIS APPLICATION**

# Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 $\frac{1}{2}$ " x 11" (or A4 8.25" x 11.7") paper.

**GENERAL:** Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.

5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.

6., 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.

9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you MUST show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.

13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.

16. Show an address where you can receive your card 7 to 14 days from now.

17. WHO CAN SIGN THE APPLICATION? If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

# **HOW TO SUBMIT THIS APPLICATION**

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <a href="https://secure.ssa.gov/apps6z/FOLO/fo001.jsp">https://secure.ssa.gov/apps6z/FOLO/fo001.jsp</a> to find the Social Security office or Social Security Card Center that serves your area.

# PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

# PRIVACY ACT STATEMENT Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, authorize us to collect this information. The information you provide will be used to assign you a Social Security number and issue a Social Security card.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent us from issuing you a Social Security number and card.

We rarely use the information you supply for any purpose other than for issuing a Social Security number and card. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

- 1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
- 2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
- 3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and
- 4. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Complete lists of routine uses for this information are available in System of Records Notice 60-0058 (Master Files of Social Security Number (SSN) Holders and SSN Applications). The Notice, additional information regarding this form, and information regarding our systems and programs, are available on-line at <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a> or at any local Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the <u>Paperwork Reduction Act of 1995</u>. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.** 

# SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

	around
Form Ap	
OMB No.	. 0960-0066

	<u>phoalion for a v</u>				<u>u</u>		ONID NO. 0300-0000
	NAME TO BE SHOWN ON CARD		First		Full Middle Nam	ne Last	
1	FULL NAME AT BIRTH IF OTHER THAN ABOVE		First		Full Middle Nam	ne Last	
	OTHER NAMES USED						
2	Social Security number pre listed in item 1	viously	assigned to th	ne person			
3	PLACE OF BIRTH				Office Use Only	4 DATE OF	
	(Do Not Abbreviate) City		State or F	oreign Country	FCI	BIRTH	MM/DD/YYYY
5	CITIZENSHIP ( Check One )		U.S. Ci	tizen	Legal Alien Allowed To Work	Legal Alien <b>Not</b> Al To Work(See Instructions On Pa	Instructions
	ETHNICITY		RACE		Native Hawaiian	American Indi	an Other Pacific
6	Are You Hispanic or Latino? (Your Response is Voluntary)	7	Select One or M (Your Response		Alaska Native	Black/African	_
•				is voluntary)	Asian	American	White
8	SEX		Male		Female		
	A. PARENT/ MOTHER	r'S	First		Full Middle Name	Last	
0	NAME AT HER BI	RTH			_		
9	<b>B. PARENT/ MOTHER</b>	r's so	DCIAL		_	_	
	SECURITY NUMB	ER (Se	e instructions for 9	B on Page 3)			Unknown
	A. PARENT/ FATHER	'S	First		Full Middle Name	Last	
0	NAME						
	B. PARENT/ FATHER			IRITY	_	_	Unknown
	NUMBER (See instructi			l-:- /  l			
11	Has the person listed in iter card before?	n 1 or a	anyone acting	on his/her de	enalt ever filed for	or received a Soci	al Security number
	Yes (If "yes" answer question	ns 12-13)	) 🗌 No	D	Don't Know (If "	don't know," skip to qu	estion 14.)
	Name shown on the most r	ecent S	Social	First		Full Middle Name	Last
12	Security card issued for the listed in item 1	e perso	n				
13	Enter any different date of I	birth if i	used on an				
	earlier application for a care					MM/DD/YYYY	-
	TODAY'S		4 5		PHONE		
14	DATE MM/DD	)/YYYY	– 15 <sub>N</sub>			Area Code	Number
5				Street	Address, Apt. No., PO	Box, Rural Route No.	
16	MAILING ADDRESS	ci	ty		State/Foreign C	ountry	ZIP Code
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	and it is true and correct to the		my knowledge.				
17	YOUR SIGNATURE		18 <sup>Y</sup>	Nai 🖂 Nai	ATIONSHIP TO	Guardian Other	
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# DRIVER LICENSE AND IDENTIFICATION CARD:

California **driver license** and **identification (ID) card** have been declared as primary identification documents in this state by the California legislature. Both will replace your prison-issued identification as your main form of identification, but cannot be obtained until after you leave the prison.

**Release from prison with a California ID:** See page 2 for information on being release from prison with a

California ID. If that does not work, you will likely go to



your local DMV. Talk to your counselor to schedule an appointment following your release date.

# California ID v. Driver's License:

While many individuals want to get a driver's license, there may be obstacles to obtaining one. The California ID is as effective for applying for housing, a job, and public benefits, and is easier to obtain.

**Expired Drivers License:** Your driver's license expires **every 5 years** on your birthday. You cannot renew your California driver license more than 90 days after it has expired.

**How to apply for or renew a driver license or ID card:** Some individuals report they only have to go to the DMV and scan their thumb to get a new identification. However, the DMV has only recorded thumbprint for the past few years, so your thumbprint may not be in their records. Additionally, the DMV may have lost your thumbprint record. Accordingly, you should prepare as if you are applying for the first time:

- i. Visit a DMV office during your scheduled appointment time, or expect to wait in line.
- ii. Complete application form DL 44 (A sample is included, but an original must be submitted).
- iii. Give a thumb print.
- iv. Have your picture taken.
- v. Provide your **social security number**. It will be verified with the Social Security Administration while you are in the DMV. You also can prove it using the following:
  - 1. Social Security Card
  - 2. Medicare Card
  - 3. U.S. Armed Forces ID Cards
  - 4. Military separation document
- vi. Verify your birth date and legal presence. To do this, there are a number of documents you can use, but the **birth certificate** is the only that is available to everyone, and is the easiest to get. If you were born outside of the United States, you must provide another form of identification.
- vii. **Proof of address**: You need to bring proof of a stable residence or P.O. Box number. Bring official mail that has been sent to the address where you are staying try to bring the most official piece of mail possible. Good examples of proof of address are letters from hospitals or healthcare providers, parole or probation correspondence, or a cell phone statement.

#### viii. Pay the **application fees**.

- **1.** California Driver's License: \$33
- 2. California Identification: \$28
- 3. Senior Citizen (Over 62) No fee
- 4. Reduced Fee ID Card: \$8

**After you are done**: The DMV will issue you a temporary identification. Your new ID will be mailed to you within 60 days. If you have not received your ID after 60 days, call 1–800–777–0133 and they can check on the status for you. Have your receipt with you to provide information when requested.

**Reduced Fee ID Card**: If you qualify for CalWorks, TANF, SSI, General Assistance, or other social services, you can get a reduced ID card. When you apply for these services, ask the "eligibility worker" at the program that offers you assistance for this form. These forms are not circulated to the public and you cannot, legally, complete one for yourself.

**Suspended Drivers License:** Either the Department of Motor Vehicles (DMV) or the court can temporarily withdraw your privilege to drive. To find out whether your license is suspended you can check your driving record using filling out and sending an INF 1125 Form with a \$5 fee.

**Renewal by mail:** The best way to get a California ID card prior to leaving prison is to apply by mail, and have the ID delivered to someone on the outside. You may be eligible to renew your license by mail if you can answer <u>no</u> to the following questions:

- Does your driver license expire more than 60 days from today's date?
- Will you be 70 years of age or older when your current driver license expires?
- Are you currently on any type of driving probation or suspension?
- Did you violate a written promise to appear in court within the last two years?
- Have you already received two consecutive five year extensions by mail?
- Do you have a driver license from more than one state or jurisdiction?

You can see if you are eligible to renew your identification card by mail by completing and submitting the **California Identification Card Renewal by Mail Eligibility Form (DL 410 ID)**. The fee for a renewal by mail is \$27.

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123 Main Street	Anytou									99999	)
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4 LICENSING NE	EDS: V the		hov(es) F	Refer to the	Califor	nia Driver	Handbook for a	dditiona	linformat	ion	
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### **CALIFORNIA IDENTIFICATION CARD OR SENIOR IDENTIFICATION CARD RENEWAL BY MAIL ELIGIBILITY INFORMATION**

If your last TWO identification card renewals were by mail or by Internet, you are NOT eligible to renew by mail or online. If your LAST Senior identification card renewal was by mail or by Internet, you are NOT eligible to renew by mail or online. You MUST provide your Social Security Number when applying for identification or Senior identification card.

SECTION 1 — ARE YOU ELIGIBLE FOR RENEWAL BY MAIL?			(Please answer the questions below to determine eligibility.)
	YES	NO	Senior ID Card Information
A. Do you have a Social Security Number?			A banner with the words "Senior Identification Card" will be
B. Has your identification card been expired for more than one year?			printed on the front of the identification card.
C. Are you changing/correcting your name?			
<ul> <li>D. Are you 62 years old or older and want a FREE Senior identification card?</li></ul>			There is " <b>NO FEE</b> " for a Senior identification card.

If you answered YES to question(s) B-C, you are NOT eligible to renew by mail and must go into the field office.

#### SECTION 2 — PLEASE TELL US ABOUT YOURSELF (Use your true full name.)

DRIVER LICENSE OR ID CARD NUMBER	STATE OR COUNTRY		EXPIRATION DATE
		M	M / D D / Y Y Y Y
LAST NAME			BIRTH DATE
		Μ	M / D D / Y Y Y Y
FIRST NAME	MIDDLE NAME		SUFFIX (JR., SR., III)
RESIDENTIAL STREET (WHERE YOU LIVE) NUMBER, STREET NAME (ST., AVE., RL	D., BLVD., ETC.)		
CITY		STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT) NUMBER, STREET NAME (ST., AVE., RD., BLVI	D., ETC.) OR P.O. BOX NUMBER		
CITY		STATE	ZIP CODE
MY SOCIAL SECURITY NUMBER IS:			

#### SECTION 3 — ADDITIONAL INFORMATION

A. Have you ever applied for a California driver license or identification card under a different name?

Yes No If yes, provide name in the space provided. MIDDLE NAME

IRST	NAME	

LAST NAME

# SECTION 4 — DO YOU WISH TO REGISTER TO VOTE OR CHANGE YOUR VOTER ADDRESS?

DO YOU WISH TO REGISTER TO VOTE?		CHANGE OF	(provided by DMV).
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If the voter has not received voter registration information within 30 days of requesting it, they should contact the Local Elections Office of the Office of the Secretary of State.

Please turn this sheet over and continue the application.

#### SECTION 5 — HAVE YOU EVER SERVED IN THE UNITED STATES MILITARY? (Read Veteran Statement below.)

□ I have served in the United States Military and I want to receive veteran benefits information.

#### SECTION 6 — DO YOU WISH TO REGISTER TO BE AN ORGAN AND TISSUE DONOR?

Yes, add my name to the donor registry.	Marking "Yes" adds your name to the Donate Life California Organ and Tissue Donor Registry and a pink 'donor' dot will appear on
<ul> <li>I do not wish to register at this time.</li> <li>\$2 voluntary contribution to support and promote organ and tissue donation.</li> </ul>	your license. If you wish to remove your name from the registry, you must contact Donate Life California (see below); DMV can remove the pink dot from your licenses but cannot remove you from the registry.

#### SECTION 7 — CERTIFICATIONS AND IMPORTANT INFORMATION

- Social Security Number Collection Disclosure You are required by law to provide your social security number or your Renewal by Mail application will be denied. Authority to collect the social security number is 42 U.S.C. 405 and California Vehicle Code §1653.5. It will be used in the administration of driver license laws and motor vehicle registration laws and to respond to requests for information from the Franchise Tax Board for tax administration and from any agency operating pursuant to 42 U.S.C. 601 et seq. It will be used to aid in the collection of monies owed in connection with failure to pay fines or failure to appear in court by an applicant, and to aid in the collection of monies owed by an applicant in connection with Aid to Families with Dependent Children, Child Support, and/or Establishment of Paternity.
- California state law allows the State Board of Equalization and the Franchise Tax Board to share taxpayer information with the DMV and requires you to pay a delinquent state tax obligation.
- Organ Donor Statement If you marked 'Yes' to register as an organ and tissue donor, you are legally authorizing the recovery of organs and tissues in the event of your death. Registering as a donor will not affect your medical treatment in any way. As outlined in the California Anatomical Gift Act, your authorization is legally binding and, unless the donor is under 18 years of age, your decision does not require the consent of any other person. For registered donors under 18 years of age, the legal guardian shall make the final donation decision. You may limit your donation to specific organs or tissues, place usage restrictions (for example transplantation or research), obtain more information about donation, or remove your name from the registry on the Internet Web site of Donate Life California: www.donateLIFEcalifornia.org.
- Veteran Statement By marking the veteran box on this application, I certify that I am a veteran of the United States Armed Forces and that I want to receive veteran benefits information from the California Department of Veterans Affairs. By marking the veteran box on this application, I also consent to DMV transmitting my name and mailing address to the California Department of Veterans Affairs for this purpose only, and I certify that I have been notified that this transmittal will occur.
- By signing this form, I am acknowledging my presence in the United States is authorized under federal law.
- Mailing Address I am the person whose name appears in Section 2 of this form. The mailing address shown is valid, existing, and accurate. I consent to receive service of process at this mailing address pursuant to §415.20(b), §415.30(a), and §416.90 of the Civil Procedure Code.
- Advisory Statement The information required on this form pertains to eligibility under the Public Records Act. This information
  is a public record and is regularly used by law enforcement agencies and insurance companies. Access to address information
  is now restricted, and will be available to various authorized requesters for limited use. Individuals can obtain copies of their own
  information during regular office hours.

#### SECTION 8 — SIGNATURE/PERJURY STATEMENT

I have read, understand and agree with the certifications on this document. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Х	

SIGNATURE

#### SECTION 9 — WHERE TO MAIL

The Renewal fee for an identification card is \$27.00, free for senior citizens (62 or older). If you marked the box to make a \$2 voluntary contribution to support and promote the Donate Life California organ and tissue donor registry, include the \$2 voluntary contribution with your check or money order made payable to DMV and mail this form to:

DMV, Attn: Renewal By Mail Unit PO Box 942890 Sacramento, CA 94290-0001

(Please write your identification card number on the back of your payment document.)

DATE



#### VUIL: Service Agency REQUEST FOR YOUR OWN DRIVER LICENSE/IDENTIFICATION CARD (DL/ID) OR VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD FEE: \$5.00 FOR EACH CURRENT RECORD

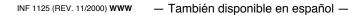
Write your DL/ID number or plate or VIN on the front or the back of your check.

DO NOT COMPLETE THIS FORM UNLESS YOU ARE REQUESTING YOUR OWN DL/ID RECORD OR YOU ARE THE CURRENT VR REGISTERED OWNER ON FILE WITH THE DEPARTMENT.

REQUESTER'S INFORMATION P	PLEASE PRINT CLEARLY
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FULL LEGAL NAME (FIRST, MI, LAST)

ADDRESS				
CITY			STATE	ZIP CODE
DAYTIME TELEPHONE				
( )				
SIGNATURE			DATE	
X				
Check box(es) for type of re	ecord(s) you ai	re requesting.		
DRIVER LICENSE/ID RE (Complete boxes A &			VESSEL REGIS	
A. CALIF. DRIVER LICENSE/ID NUME	BER	C. CALIF. LICEN	ISE/CF NUMBER	
B. BIRTH DATE (MO/DAY/YR)		D. VEHICLE/VES	SSEL ID NUMBER	
ID Verified by Cashier Li		SE ONLY		
This request may be prese Headquarters:	nted in persor	n to your local	DMV office or r	nailed to DM\
INF 1125 (REV. 11/2000) WWW	P. O. Box	ent of Motor V 944247 M nto, CA 94244	IS G199	
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NAME				
ADDRESS				
CITY		STATE	ZIP CODE	





CUT ON LINE AND KEEP THIS PART FOR YOUR RECORDS

A Public Service Agency

#### REQUEST FOR YOUR OWN

#### DRIVER LICENSE/IDENTIFICATION CARD (DL/ID) OR VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD FEE: \$5.00 FOR EACH CURRENT RECORD

Write your DL/ID number or plate or VIN on the front or the back of your check.

DO NOT COMPLETE THIS FORM UNLESS YOU ARE REQUESTING YOUR OWN DL/ID RECORD OR YOU ARE THE CURRENT VR REGISTERED OWNER ON FILE WITH THE DEPARTMENT.

#### REQUESTER'S INFORMATION PLEASE PRINT CLEARLY

FULL LEGAL NAME (FIRST, MI, LAST)

ADDRESS				
CITY			STATE	ZIP CODE
DAYTIME TELEPHONE				
( )				
SIGNATURE			DATE	
X				
Check box(es) for type of rec	ord(s) you ar	re requesting.		
DRIVER LICENSE/ID RECORD (Complete boxes A & B)		VEHICLE/VESSEL REGISTRATION RECORD (Complete boxes C & D)		
A. CALIF. DRIVER LICENSE/ID NUMBER		C. CALIF. LICENSE/CF NUMBER		
B. BIRTH DATE (MO/DAY/YR)		D. VEHICLE/VESSEL ID NUMBER		
	DMV U	SE ONLY		
ID Verified by Cashier Line	e Date			
This request may be present Headquarters:	ted in persor	i to your local D	MV office or r	nailed to DMV
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