



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Request for Photo ID

IF YOU DON'T HAVE A NYS DRIVER LICENSE OR NON-DRIVER ID

Dear Applicant,

Your new photo identification card from the Department of State will be manufactured by the NYS Department of Motor Vehicles (DMV). To do this, DMV must have a picture of you on file.

- » **If you already have** a valid NYS Driver License or Non-Driver ID with photo, please refer back to your Department of State application for instructions.
- » **If you do not have** a valid NYS Driver License or Non-Driver ID with photo, you must visit a DMV office to have your picture taken. Bring this letter and proof of your name, date of birth, and signature. After reviewing your proofs, a DMV representative will take your picture and give you a receipt. Your receipt will show a 9-digit ID number assigned by DMV. Write that number on your Department of State application.

If you wish, you may apply for a NYS Non-Driver ID card while you have your picture taken at the DMV office. The ID card is available for a small fee and is widely accepted throughout the United States as a valid form of personal identification.

DMV Office Instructions:
 The Department of State referred this customer to DMV. If he or she also wishes to obtain a DMV Non-Driver ID, please process an MV-44 application as usual. If the customer needs only an ICO for a Department of State ID, an MV-44 is not necessary.

Name: _____
Date of Birth: _____ **Sex:** _____

In either case, review the customer's proof(s) of name, date of birth & signature. Indicate the proofs provided by check-marking the lists on this letter. Print the customer's name, DOB and sex on the blanks at the upper right. Staple the office copy of the FS-6T to this letter and the MV-44 (if necessary). Add to your batch paperwork as usual.

Please instruct the customer to save his or her copy of the FS-6T. The Client ID indicated on the FS-6T will be required on the customer's application to the Department of State. Requests for assistance with the Department of State application should be referred to the Department of State.

IDENTIFICATION REQUIREMENTS

Before DMV can take your photo, you must provide 6 points of proof of name, and proof of date of birth. All proofs must be original documents or documents certified by the agency that issued them. At least one proof must show your signature. Photocopies are not acceptable. Documents of the same type count as only one proof (for example, two or more credit cards count as only one credit card).

PROOF OF DATE OF BIRTH - ORIGINAL DOCUMENTS ONLY - PHOTOCOPIES ARE NOT ACCEPTABLE

- U.S. Birth Certificate: Issued by a Board of Health, Bureau of Vital Statistics, or U.S. State Department. Foreign Birth Certificates are not acceptable. Must be an original document or a document certified by the issuing agency.
- U.S. Military Photo ID Card
- U.S. Passports
- Foreign Passport (with INS Documentation)
- Immigration Documents
- NYS Photo Driver License/Permit/Non-Driver ID card

PROOF OF NAME – ORIGINAL DOCUMENTS ONLY – PHOTOCOPIES ARE NOT ACCEPTABLE

DOCUMENT	POINT VALUE	DOCUMENT	POINT VALUE
● NYS Photo Driver License/Permit/Non-Driver ID Card	6	● NY Medicaid/Benefit/Food Stamp Card with photo	3
● IF UNDER AGE 21 – Affidavit by parent or legal guardian, signed in the presence of a DMV representative (MV-45, proof of date of birth required for applicant	6	● OR without photo	2
● U.S. Passport (must be current, valid and verifiable)	4	● U.S. Social Security Card (must have your signature)	2
● NYS Interim License or Computer-generated Learner Permit, without a photo	2	● NYS or NYC Pistol Permit	2
● NYS Vehicle Certificate of Title	2	● U.S. High School ID with Report Card	2
● NYS Registration Document (vehicle and boat only)	2	● NYS Professional License	2
● Photo Driver License (issued by another UD State, jurisdiction or possession, or Canadian Province or territory); must be in effect for at least 6 months, and not be expired for more than 12 months	2	● U.S. Marriage or Divorce Record OR Court Issued Name Change Decree	2
● U.S. Military Photo ID	3	● Veterans Universal Access Photo ID Card	1
● Foreign Passport – in English, with a U.S. Visa and valid I-94 attached or an unexpired I-551 Stamp. If not in English, a certified translation by the embassy or consulate of the issuing country	3	● High School Diploma OR GED (General Equivalency Diploma) 1	
● Canadian Immigration Record and Visa or Record of Landing (IMM-1000)	3	● Computerized Pay Stub	1
● U.S. Re-entry Permit (I-327)	3	● W-2 Form	1
● Refugee Travel Document (I-571)	3	● Union Card	1
● Certificate of Citizenship (N-560, N-561, or N-645)	3	● Employee ID Card	1
● Certificate of Naturalization (N-550, N-570 or N-578) ..	3	● U.S. Health Insurance Card/Prescription Card	1
● Valid Resident Alien Card (INS I-551, photo)	3	● U.S. Insurance Policy (in effect at least 2 years)	1
● Valid Employment Authorization Card (INS I-688B, I-766, photo)	3	● Supermarket Check Cashing Card (must have your signature) ...	1
		● Utility Bill (must have your name and address)	1
		We cannot accept more than one of the following issued from the same bank or financial institution:	
		● Currently active Major U.S. Credit Card	1
		● Canceled Check (with your name preprinted on it)	1
		● Bank Statement/Record	1
		● Cash Card (ATM) (must have preprinted name and your signature	1

Warning: DMV will not accept documents with alterations or erasures. They may be confiscated and referred for evaluation. Presentation of fraudulent documents may also result in criminal prosecution.