

Step 1 – Prove your identity (Need One Document):

- ☐ US Passport or Passport card (not expired)
- ☐ U.S. Certified birth certificate from Vital Statistics, (original non-laminated, **No** plastic/ credit card style birth certificates, no limited information abstracts, no hospital birth certificates, no census birth registration).
- ☐ Consular Report of Birth Abroad (Form FS-240, DS-1350 or FS-545)
- ☐ Certificate of Naturalization (Form N-550, N-570 or N-578).
- ☐ Certificate of Citizenship (Form N-560, N-561 or N-645).
- ☐ Permanent Resident Card (Form I-551) – (valid and unexpired).
- ☐ Employment Authorization Document (EAD, Form I-766 or I-688B, plus a Foreign passport) - (unexpired). If no passport, customer needs to call ITD for exception process.
- ☐ Foreign passport plus I-94, I-20, or DS-2019 or possible EAD card. (Approved and unexpired).

Step 2 – Check your name: Is your current full legal name on your Driver's License or ID card the same as the identity document in Step 1? If YES, skip to Step 3, if NO, continue with Step 2 and provide the appropriate documents.**• If your name is different (birth to current), bring proof of ALL name changes.**

- ☐ Certified and Recorded marriage certificate(s), original, non-laminated, from Vital Statistics or County Recorder/Clerk (must show the marriage license was returned to the county office and recorded. If it's an Idaho marriage certificate, it is NOT the one with the gold seal on it, and will not have the original signatures of the bride & groom)
- ☐ Court order under petition for name change (stamped with court seal).
- ☐ Court order for name change in Divorce decree or decree of annulment (stamped with court seal).
- ☐ Court order for name change in a decree of adoption (stamped with court seal).

Step 3 – Your Social Security Number (Need One Document):

- ☐ Social Security card (NOT Medicare card), with your current full legal name (if laminated, needs to be a readable scan).
- ☐ W-2 form.
- ☐ Social Security Administration 1099 form or Non-Social Security Administration 1099 form
- ☐ Pay stub or statement with your name and SSN on it

Step 4 – Proof of Idaho Residency (Need Two Documents dated within a year):

These documents **MUST** be in your current name and match the name on the documents proving your identity and Social Security Number along with your current physical address (**P. O. Box not accepted**). ****If you're transferring from another state, one of your proofs of residency must be one of the first three items listed.****

- ☐ Lease/rental agreement (Term needs to be 6 months or longer, NO month to month.)
- ☐ Paystub or employment verification (print or photocopy of e-document is accepted).
- ☐ Account statement from **one or two different** public utilities for service address. (Print or photocopy of e-document is accepted. Must show service address of resident and name. Cell phone bills and propane bills NOT accepted.)
- ☐ Account statement from bank or financial institution (print or photocopy of e-document is accepted).
- ☐ Tax document Form W-2 or Form-1099. (Must show current legal name & current address).
- ☐ Medical or insurance provider statement, invoice, or explanation of benefits. (Must show current name & current address).
- ☐ Idaho school enrollment records or student ID (no college ID) (original only). VOC-current school year. Valid I-20 or DS-2019.
- ☐ Military Leave and Earning Statement (LES) to evidence Idaho residency of applicant deployed outside of Idaho while serving on active duty (print or photocopy of e-document is accepted. Faxes not accepted).
- ☐ Relief Agency or Shelter Certification (original only).
- ☐ Residency Affidavit (original only).
- ☐ Court documents (original only and must have current residency on the document for proof of Idaho residency).
- ☐ Record of property taxes assessed or paid, showing the homeowners exemption.
- ☐ A vehicle, homeowners, or renters' liability card, binder or bill issued by an **IDAHO BASED** agent (must be valid and unexpired, must have current residential address, and can be original paper, print, or photocopy of e-document is accepted).

References for Real ID (Idaho's Star Card) document guidance.

Visit the following website <http://ITD.IDAHO.GOV/StarCard>

Steps 1 & 2: Lawful Identity, Age, and Name Change Document Resources Guide:

- **National Center for Health Statistics** – For a link to each state/territory to obtain an original or certified copy of a birth record, visit the National Center for Health Statistics' website <https://www.cdc.gov/nchs/w2w/index.htm>
- **Idaho Vital Records** – For an original or certified copy of a birth, marriage, or divorce record, contact the Idaho Bureau of Vital Records and Health Statistics – Vital Records Unit, phone (208) 334-5988, visit the website <http://healthandwelfare.idaho.gov/Health/VitalRecordsandHealthStatistics/tabid/1504/Default.aspx>
- **Marriage and Divorce** – For an original or certified copy of a marriage license or divorce decree, contact the county clerk's office in the county where the marriage license or divorce decree was issued – cost will vary.
- **U.S. Department of State Bureau of Consular Affairs** – For questions about your U.S. Passport or your Consular Report of Birth Abroad (CRBA), visit the U.S. Department of State Bureau of Consular Affairs website <https://travel.state.gov/content/travel.html> You may also contact them by phone: 1-877-487-2778. If you are outside the US or need information regarding a Foreign Passport, please contact the nearest U.S. Embassy or Consulate.
- **U.S. Department of Homeland Security (DHS)** – For questions about your DHS documents, visit the DHS website <https://www.dhs.gov/> You may also call DHS at 1-202-282-8000.
- **U.S. Citizenship & Immigration Services (USCIS)** – For questions about your Citizenship & Immigration Services documents, visit the USCIS website <https://www.uscis.gov/> You may also call USCIS toll-free 1-800-375-5283.

Steps 3: Social Security Number:

- **Social Security Administration (SSA)** – for information about how to change or correct your name on your Social Security number card, visit the SSA website <https://faq.ssa.gov/ics/support/kbanswer.asp?QuestionID=3749>
- **Social Security Administration (SSA)** – questions about your Social Security Number, you may also call SSA at 1-800-772-1213, or visit the website <https://www.ssa.gov/agency/contact/> local SSA office at 1249 S Vinnell Way # 101, Boise, ID 83709 (Hours 9:00 am- 4:00 pm).
- **Social Security Administration (SSA)** – questions about your SSA-1099 or SSA-1042S, Social Security Benefit Statement you may call SSA at 1-800-772-1213 or visit your local SSA office at 1249 S Vinnell Way # 101, Boise, ID 83709 (Hours 9:00 am- 4:00 pm).

Without a Star Card, what documents can you use to fly or enter a federal building or military base?

- U.S. Passport or U.S. Passport Card
- U.S. military ID
- DHS trusted traveler card (Global Entry, NEXUS, SENTRI, FAST)
- Permanent resident card
- Border crossing card
- DHS-designated enhanced driver's license
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada card
- Transportation worker identification credential
- U.S. Citizenship and Immigration Services Employment Authorization Card (I-766)
- U.S. Merchant Mariner Credential
- Veteran Health Identification Card (VHIC)

TSA provides an updated list of the identifications that will be accepted in lieu of a license or ID with the Star, see the website:

<https://www.tsa.gov/travel/security-screening/identification>