

Getting your first Iowa driver's license (DL) or nonoperator's identification card (ID)? Replacing a lost or stolen DL or ID? Have a current Iowa DL or ID, but need one marked as REAL ID compliant?

Build a personal checklist of the documents you will need to satisfy Iowa's identification requirements. Follow the six steps in this brochure. (The checklist is for your personal use – you will not be not asked to present this to get a DL or ID.)

Step 1. Document your date of birth, identity and lawful status or presence.

Select one document you will use. If possible, select a document that has your current full legal name to avoid documenting any name change.

- Valid, unexpired U.S. passport or U.S. passport card
- Certified copy of a birth certificate issued by a state of the United States. ("State" includes the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands.) It must be a certified copy and have the stamp or raised seal of the issuing authority. A hospital-issued certificate is not acceptable. A certified birth certificate issued by Puerto Rico must be certified as being issued on or after July 1, 2010.
- Consular Report of Birth Abroad issued by the U.S. Department of State (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)
- Unexpired Permanent Resident Card (Form I-551)
- Unexpired Employment Authorization Document (Form I-766).
- Record of Arrival and Departure (I-94) with attached photo and stamped "Temporary Proof of Lawful Permanent Resident"
- Record of Arrival and Departure (I-94) stamped "Refugee," "Parolee" or "Asylee"
- Unexpired foreign passport accompanied by the approved I-94 documenting applicant's most recent admittance into the United States
- Valid foreign passport stamped "Processed for I-551"

- Permit to Reenter the United States (I-327)
- Refugee Travel Document (I-571)

The Iowa DOT will not issue a DL or ID if your immigration document shows your remaining status time is less than 30 days.

The Iowa DOT uses SAVE (Systematic Alien Verification for Entitlements) to verify immigration status. **If your personal information has changed or if the information on your immigration document is not correct, you will need to correct your immigration records.**

To begin this process, make an appointment with the U.S. Citizenship and Immigration Services office at www.infopass.uscis.gov or call its National Customer Service Center at 800-375-5283. **If you update or correct your immigration records, you should wait several days before you apply for a DL or ID card.**

Step 2. Check your name.

Is your current full legal name different from the name listed on the identity document you checked in step 1?

Were you previously issued an Iowa driver's license or ID card with a name different from that listed on the identity document you checked in step 1?

If you answered yes to one or both of the questions above, you must document your name change. If not, go to step 3.

To document your name change, bring documents that connect the name on the identity document you selected to your current full legal name. Select the documents you will use (this can be more than one if needed to connect the name listed on your identity document to your current name). You do not have to document all the names you may have previously used, as long as the documents you provide clearly connect the two.

- Certified marriage certificate
- Court order under petition for name change
- Court order for name change in a divorce decree or decree of annulment
- Court order for name change in a decree of adoption

Any marriage certificate must be issued by the state office of vital statistics or equivalent agency in your state or country of marriage. It must be a certified copy and have the stamp or raised seal of the issuing authority. A church, chapel or similarly issued certificate is not acceptable.

Any court order must contain your prior full legal name, your court-ordered full legal name and your date of birth; and be stamped with the official court seal (date stamps and file stamps are not the official court seal).

Photocopies and faxes are not acceptable.

Step 3. Document your Social Security number (SSN).

Select one document you will use that contains your current name and SSN.

- Social Security card
- W-2 form
- Social Security Administration 1099 form
- Non-Social Security Administration 1099 form
- Pay stub or statement with your Social Security number on it
- I am a temporary foreign national not authorized for employment. (You do not have to document a SSN, but the Iowa DOT will verify your USCIS number. Make sure you are not authorized for employment. If you are eligible for employment but do not have a SSN, you are required to obtain and present one.) The Iowa DOT will electronically verify your name, date of birth and SSN with the Social Security Administration. Make sure your document is up to date and accurate to avoid delay.

If you need to correct or update information at the SSA, do so several days before you apply for a DL or ID card. For information on how to do this, visit www.ssa.gov. Your SSN will not be listed on your DL or ID. The Iowa DOT will assign you a unique DL or ID number.

Step 4. Document your Iowa residency and residential address.

To establish Iowa residency and residential address, you must present two documents that show your current name and Iowa residential address.

The address must be a physical address where you reside and not a post office box. Printouts of services paid or transacted electronically are acceptable. Select two documents you will use. (If you are under 18, see the instructions at the end of this list.)

- Iowa voter registration card
- Valid Iowa vehicle registration certificate

- Valid insurance card or certificate of coverage (life, health, auto, homeowner's or renter's)
- Second valid insurance card or certificate of coverage (different than first)
- Utility hookup or bill (water, gas, electric, or garbage removal)
- Second utility hookup or bill (different than the first)
- Telephone hookup, service agreement or bill (landline or mobile)
- Statement from a financial institution (bank, credit union or other financial institution)
- Second statement from a financial institution (different from the first)
- Personal check or deposit slip issued by a financial institution (you may mark this "VOID")
- Credit, debit or charge card statement
- Iowa residential mortgage, lease or rental agreement (lease and rental agreements must include the landlord's name and contact information)
- Application for homestead tax credit for Iowa residential property
- Application for military tax credit for Iowa residential property
- Valid real estate tax statement or receipt for Iowa residential property
- Pay stub or statement from your employer
- Your current school enrollment papers for an Iowa public or private school
- Current school enrollment papers for a dependent child in an Iowa public or private school
- A federal, State of Iowa or local government document (such as a receipt, license, permit, assessment, professional or trade license, or other document)
- Second federal, State of Iowa or local government document (different than the first)
- An envelope, box, postcard or magazine that includes a postmark or stamped date
- Iowa DL or ID card that has not been expired for more than one year

If you are under 18 and not married, your parent, guardian or custodian will document your Iowa residency and residential address by signing a Parent's Written Consent form. The form is available at any DL issuance site or download it at <https://forms.iowadot.gov/FormsMgt/External/430018.pdf>.

Step 4. (continued)

The form can be signed ahead of time (before a notary) or at the issuance site. If signed ahead of time, they do not have to go to the issuance site with you.

Parent's Written Consent form

If you are under 18 and married, bring **two** documents proving residence and residential address from the orange list on the opposite page and a certified copy of your marriage certificate. Your marriage certificate lets you apply for a DL or ID without a Parent's Written Consent form.

Check the following if you want to remind yourself to bring your marriage certificate.

- Certified marriage certificate; it must be issued by the state office of vital statistics or equivalent agency in your state or country of marriage and must be a certified copy with the stamp or raised seal of the issuing authority. A church, chapel or similarly issued certificate is not acceptable.

Step 5. Make sure you have your current DL or ID.

You must surrender your current DL or ID, whether issued by Iowa or another state, whenever you obtain a new Iowa DL or ID or renew your DL or ID. If you are new to Iowa and are applying for a DL, presenting your DL from your previous state of residence may also help you avoid driving and knowledge tests, as long as you are applying for the same class of DL and endorsements.

Check the following to remind yourself to bring your current DL or ID.

- Current DL or ID

Step 6. Get your documents and go!

Use your checklist to help you remember the documents you need to bring, based on the selections you made. Choose a DL issuance site best for you at www.iowadot.gov/mvd/ods/dlsites.htm – every Iowa county has one.

As you prepare your documents, remember:

- Documents must be originals or certified copies and unexpired, unless otherwise noted. Staff will verify all documents presented.
- The checklist provides guidelines that may not cover every individual situation. The Iowa DOT reserves the right to reject unverifiable documents and request additional documents or investigate documents presented.

Step 6. (continued)

- The checklist covers Iowa ID identity requirements and is not intended to cover documents you may need for specific DL types or endorsements. Information on documents needed to obtain specific DL types or endorsements, is available at www.iowadot.gov/mvd/ods/default.htm. Review the information under "Driver's licenses and IDs." Persons under 18 should also review the "Under Age 18" section.

Other helpful information

REAL ID-compliant DL and ID cards. These cards meet federal requirements for boarding commercial aircraft and accessing federal facilities that require ID. Learn more at: www.iowadot.gov/realid.

Change of mailing address. You must report an address change to the Iowa DOT within 30 days. You can do this online at myMVD. Go to: mymvd.iowadot.gov.

Voter registration. Register to vote or update your voter registration during the issuance process.

Veteran designation. Honorably discharged veterans of the U.S. armed forces applying for a DL or ID card, other than a duplicate, may request the veteran designation. The card will have "VETERAN" printed on it. Visit the Iowa Department of Veterans Affairs' website <https://va.iowa.gov> or call 800-838-4692 for details.

DL renewal. An Iowa DL expires on the expiration date printed on the DL. It is valid for driving for an additional 60 days after the expiration date. After 60 days, you may be ticketed for driving with an expired DL. (If you are a temporary foreign national, you are not entitled to the 60-day grace period.) After one year following expiration, you will be required to take the knowledge test and drive test. If you plan to travel or rent a car during the 60-day grace period, you should renew your DL; some entities may not recognize the grace period. You may renew your DL 30 days before its expiration date. If you demonstrate a good cause exists to renew earlier, you may renew your DL up to one year before the expiration date.

Driving test. In some cases, you will be required to demonstrate your ability to drive safely. The vehicle you drive for the test must be registered and license plates properly displayed, and you must present proof of financial liability (insurance) coverage card issued for the vehicle. The examiner will inspect the vehicle's safety equipment. If any of this is not in order, you will not be able to take the driving test in that vehicle. Passengers are not allowed during a drive test.

Fraud. If you have information about suspected fraud regarding DL or ID cards, contact the Iowa DOT at 866-908-4636 (toll-free in Iowa). The information you provide will remain confidential.

Details about DL requirements, issuance sites, test schedules and DL fees, are available at:

Iowa Department of Transportation
Office of Driver Services | P.O. Box 9204
Des Moines, Iowa 50306-9204
515-237-3050 or 515-244-9124
(Monday-Friday 8 a.m.-4:30 p.m.)
Email: ods@iowadot.us
www.iowadot.gov/mvd/ods



Visit mymvd.iowadot.gov to:

- Renew your noncommercial driver's license/ID.
- Order specialty and personalized license plates.
- Purchase your driving record or view it for free.
- Change your mailing address.
- Pay civil penalties.

A complete list of services is available at mymvd.iowadot.gov. Beware of imitators, myMVD is the only website to renew your Iowa driver's license/ID.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

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Iowa DL and ID cards

Use this checklist before you apply for a driver's license (DL) or identification (ID) card



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