

Obtaining Your Government Documentation

If you are applying for a job or for government assistance, you will need access to various official documents. This resource will assist you in locating and obtaining the documentation you need.

1. Replacing Your Social Security Card

You can replace your Social Security card free if it is lost or stolen. However, you are limited to three replacement cards in a year and 10 during your lifetime. Legal name changes and other exceptions do not count toward these limits. For example, changes in immigration status that require card updates may not count toward these limits. Also, you may not be affected by these limits if you can prove you need the card to prevent a significant hardship.

To Get a Replacement Card for U.S. Citizens:

- Complete an Application (Form SS-5)
 - Download from: <http://www.socialsecurity.gov/online/ss-5.pdf>; or
 - Call 1-800-772-1213 to have one mailed to you.
- Show documents proving:
 1. U.S. citizenship: Social Security can accept only certain documents as proof of U.S. citizenship. These include:
 - U.S. Birth Certificate;
 - U.S. Consular Report of Birth;
 - U.S. Passport;
 - Certificate of Naturalization; or
 - Certificate of Citizenship.
 2. Identity: Social Security can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information (date of birth or age) and preferably a recent photograph. Acceptable documentation includes:
 - U.S. Driver's License OR
 - State-Issued Non-Driver Identification Card OR
 - U.S. passport

If you do not have one of these specific documents or you cannot get a replacement for one of them within 10 days, they will ask to see other documents, including:

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

Take your completed application and documents to your local Social Security office, or mail the completed application along with original documentation.

**The workforce Center compiled this information from various sources and as such cannot guarantee that it is accurate or current.*

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To Get a Replacement Card for Non-U.S. Citizens:

In general, only non-citizens who have permission to work from the Department of Homeland Security (DHS) can apply for a Social Security number. If you do not have permission to work, but need a Social Security number for other purposes, see Work eligibility for further information.

- Complete an Application (Form SS-5)
 - Downloaded from: <http://www.socialsecurity.gov/online/ss-5.pdf>; or
 - call 1-800-772-1213 to have one mailed to you.
- Show documents proving: (see below for explanation of acceptable documents)
 - Immigration Status;
 - Work Eligibility; and
 - Identity
- Take your completed application and documents to your local Social Security office, or mail the completed application along with original documentation.

Proof of Immigration status:

To prove your U.S. immigration status, you must provide a current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived in the United States.

If you are an F-1 or M-1 student, you also must provide your I-20, Certificate of Eligibility for Nonimmigrant Student Status.

If you are a J-1 or J-2 exchange visitor, you must provide your DS-2019, Certificate of Eligibility for Exchange Visitor Status.

Most foreign workers will only need an I-94, Arrival/Departure Record. Some foreign workers also must show their work permits from DHS (I-766 or I-688B).

Student: If you are an F-1 student authorized to work in curricular practical training, you must provide a Form I-20 with the employment page (page 3) completed and signed by a designated school official. They will also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the letter. The letter must describe:

- Your job
- Your employment start date
- The number of hours you are, or will be, working and
- Your supervisor's name and telephone number

If you are an F-1 or M-1 student and are authorized to work off campus, you must provide the Employment Authorization Document you received from DHS.

If you are a J-1 student, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

If you are assigned a number for non-work purposes, you cannot use it to work. If you use it to work, we will inform DHS.

Proof of Identity:

Social Security will ask to see a current DHS document. Acceptable documents include:

- Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport);
- I-94 with your unexpired foreign passport; or
- Work permit card from the Department of Homeland Security (I-766 or I688B).

Social Security may use one document for two purposes. For example, they may use your U.S. passport as proof of both citizenship and identity.

All documents must be either originals or copies certified by the issuing agency. They cannot accept photocopies or notarized copies of documents.

Social Security will mail your card as soon as they have all of your information and have verified your documents. Your replacement card will have the same name and number as your previous card.

Keep your Social Security card in a safe place. It is an important document. Do not carry it with you.

Local Social Security Office:

Physical Address

301 s. Howes Street, 4th floor
Fort Collins, CO

Hours of Operation: 9:00 a.m. – 3:00 p.m. Monday- Tuesday (except Holidays)

9:00 a.m. - Noon Wednesday (except Holidays)

9:00 a.m. - Thursday - Friday (except Holidays)

Mailing Address

PO Box 1309
Fort Collins, CO 80522

2. BIRTH CERTIFICATES

How Can I Obtain A Certified Birth Certificate?

You can either visit the Health Department in person, send in a written request, or call-in an order by credit card. Certificates can be issued for all births occurring in Larimer County or anywhere in Colorado. If you go in person, there is a short form that needs to be filled out and you would need to present a photo identification card. If your request is faxed or called in using a credit card, a photo ID will need to be faxed or mailed in. There is a fee associated with obtaining a birth certificate.

If you mail in a request, the following information needs to be included for birth certificates requests:

- Person's name appearing on certificate;
- Date and place of birth;
- Parents' names along with mother's full maiden name;
- Purpose for the copy ;
- Your relationship to the person;
- Proof of relationship;
- Your signature;
- A check made out for the number of copies you are requesting; and
- A copy of your drivers' license.

How Much Does A Certified Copy Of A Birth Certificate Cost?

As of January 2013, it costs \$17.75 for the first certified copy, \$10.00 for each additional copy of the same record ordered at the same time. Checks should be made out to *Larimer County Department of*

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Health & Environment. If you choose to order by credit card, you will be charged an additional fee of \$6.00 (**Credit card orders must be placed by fax only, no walk-in or phone orders**). When paying by credit card, you can also choose to have your certificates mailed via UPS for an additional fee of \$20 for regular delivery or \$32.50 for Saturday delivery. Please verify the costs as you submit your request.

Anyone requesting a copy of a birth certificate by phone is required to provide in-person, or by fax, a copy of his or her photo identification. If one is not available, please call the office at 970-498-6710 for a list of approved identification sources.

Who Can Order A Certified Birth Certificate?

Someone with a direct and tangible interest: One's self or immediate relatives: mother, father (if father is listed on birth certificate), maternal grandparents, paternal grandparents (if father is listed on the certificate), siblings, or the person listed on the certificate.

Larimer County Health Department

Fort Collins

1525 Blue Spruce Dr.
Fort Collins, CO 80524
(970) 498-6710

Loveland

205 E. Sixth Street
Loveland, CO 80537
(970)679-4580

Hours of Operation: 8:00 a.m. – 4:00 p.m. Monday-Friday (except Holidays)

* Please allow 10 days for mail delivery.

Locating ANY State Vital Records Office

For locating vital records outside of Colorado, visit the website for the National Center for Health Statistics at: <http://www.cdc.gov/inchs/howto/w2w>

Obtaining a Consular Report of Birth Abroad

Copies of the Consular Report of Birth Abroad (FS-240) and the Certification of Birth (form DS-1350) are issued by the Vital Records Section of the U.S. Department of State (DOS). To request a copy of either form, you will need to submit a signed, written request, including all pertinent facts of the birth, along with a copy of your valid photo identification to the DOS Vital Records Section.

For more information, see website: http://travel.state.gov/law/family_issues

Passport Services Vital Records Headquarters in Washington, DC

Department of State, Correspondence Branch
1111 19th St. NW, suite 510
Washington, DC 20522-1705
Phone :(202)955-0307
Toll Free (877)487-2788

3. OBTAINING MILITARY RECORDS

National Personnel Records Center

1 Archives Dr
St. Louis, MO 63138
1-866-272-6272
(314)801-9195 FAX
Hours of Operation: 7:30 a.m. to 3:45 p.m. CST, Monday-Friday

Most veterans and their next-of-kin can obtain **free** copies of military and medical records several ways. Instructions for making such a request are located at the following web site: www.Archives.gov/veterans/military-service-records/get-service-records.html

The report of separation form issued in most recent years is the **DD Form 214, Certificate for Release or Discharge from Active Duty**. Before January 1, 1950, several similar forms were issued by the military services, including the WD AGO 55, AGO 53-55, NAVPERS 553, NAVMC78PD, and the NAVCG 553.

To get a copy of a DD-214 visit the following website:

<http://www.archives.gov/veterans/military-service-records/>

You may also visit the veterans Services office located in the Larimer County Workforce Center.

4. OBTAINING A COLORADO STATE DRIVER'S LICENSE/ IDENTIFICATION CARD

Colorado Department of Revenue

Fort Collins

3030 S College Ave , 80526
(970) 494-98046

Hours of operation: 8:00a.m. – 5.00p.m Monday-Friday (except Holidays)

Web Address

www.colorado.gov/revenue

Website for driver's license info

<http://www.colorado.gov/cs/Satellite/Revenue-MV/RMV/1177024843078>

What Identification Is Required To Obtain A License Or Identification Card?

In order to obtain a Colorado driver license or identification card, applicants must present two different documents:

- One document must be from the proof of age/lawful presence list (below).
- Second document may be from either the proof of age/lawful presence or proof of name list (below).
- Colorado renewal or duplicate applicants, with a photograph on file with the department, must present one document from either list.
- In order to obtain a Commercial Drivers' License or a State Identification Card, you must provide your Social Security number, if you have been issued one.

**The proof must be the original document, an amended original document, or a true copy certified by the issuing agency. Notary seals, notary stamps, photocopies, miniatures or "wallet size" copies are NOT acceptable.

NOTE: The department may require additional documentation and/or further verification of documents presented, as it deems necessary, to establish a person's identity or age.

A. Proof of Age/Lawful Presence:

1. Out-of-state issued photo driver license or photo identification card expired one year or less. (Out-of-state identification cards and licenses require additional documentation from List A for proof of lawful presence.)
2. Any Colorado driver license, Colorado 7-day Affidavit and Notice of Revocation or Affidavit and Notice of Suspension, or Colorado identification card that matches the photograph on file with the department. Documents expired over one year require additional identification. (Colorado identification cards issued between 060197- 070198 require additional documentation from List A for proof of lawful presence.)
3. Certified birth certificate (Federal, State, County, Dept. of Justice, Dept. of State, and Bureau of Indian Affairs). Birth certificates issued by the hospital are NOT acceptable. City-issued birth certificates are accepted only from New York City's five (5) boroughs and Washington DC.
4. US Passport expired less than 10 years.
5. Valid foreign passport with I-94 or valid Processed for I551 stamp; NO B1, B2, WT, WB, CP or NC status. (H1, H2, J1, J2, F1, F2 etc. requires verification of Colorado employment or education.)
6. I94 with refugee/asylee status. *Must provide either an Employment Authorization Card or an original letter, on agency letterhead, from the legal agency providing assistance. Letter to be surrendered to Driver License.
7. Valid I551 Resident Alien/Permanent Resident card. NO border crosser or USA B1/B2 Visa/BCC cards.
8. Valid I688 (photo temporary resident card), I688B and I766 (photo employment authorization card.)
9. Valid US military ID (active duty, dependent, retired, reserve, and National Guard.)
10. Tribal Identification Card.
11. United States or United States Territory Certified court order of adoption (must include date of birth.)
12. Certificate of Naturalization with intact photo.

B. Proof of Name:

If the name is different from the document presented for proof of age/lawful presence or the applicant is changing the name on an established record, any of the following documents are acceptable in addition to the document presented for proof of age/lawful presence. **NO photocopies.**

1. Certified marriage certificate, US, city, county, state or foreign issued (foreign language documents may require translation.) NO church documents.
2. Certified divorce decree, US or foreign, with a case number and official signature (foreign language documents require translation.)
3. Certified court order of name change, US or foreign, with case number and official signature (foreign language documents require translation.)
4. Valid US Military ID (active duty, dependent, retired, reserve, and National Guard.)
5. Tribal Identification card.
6. Out of state issued photo driver license or photo identification card expired one year or less.

What Is The Fee For A Colorado Drivers' License And How Long Is It Valid?

Basic Colorado Drivers' License *(as of June 2010)*

- \$21, adults age 21 to 60, valid for five years
- \$21, minors age 16 to 21, valid until 20 days after their 21st birthday

Colorado Commercial Drivers' License (CDL)

- \$35 valid for four years
- Any license with a motorcycle endorsement will have a \$2.00 surcharge added to the overall fee.

Colorado Instruction Permit

- \$14, valid for 3 years from the date of issue unless there is a change in age group from minor to adult.

Colorado Identification Card

- \$10.50, adults age 21 to 59, valid for five years
- Free for adults age 60 and older, valid for five years
- \$10 for minors* to age 21, must be renewed on the 21st birthday
**The Minor age group now includes all applicants under age 21. Minor identification cards issued on or after July 1, 2001 will expire on the 21st birthday. Minor (under 18) and Provisional (under 21) identification cards issued before July 1, 2001, will expire on the 18th or 21st birthday.*

****Please note: Colorado law prohibits a person from holding both a valid drivers' license and an identification card. You cannot be issued an identification card if you hold a valid driver license.**

Will I Need to Show My Social Security Number to get a Regular Driver License, Instruction Permit, or Identification Card? What Can I Do If I've Never Been Issued a Social Security Number?

No, you will not need to show proof of your Social Security Number but you will still be required to provide your Social Security Number at the time you apply for a drivers' license, instruction permit or ID card.

Persons stating they have never been issued a Social Security Number will be required to present documentation indicating they have been denied a Social Security Number, they are not eligible for a number, or have never been issued a Social Security Number.

If you have never been issued a Social Security Number, you must bring documentation showing that you do not have a number. You will also be required to provide proof of lawful presence. A drivers' license or ID card will not establish lawful presence.