



When Youth Have No ID

First: To help someone get a replacement Social Security Card:

(Tip: If the youth has a credit card, get the birth certificate first)

There is no easy way to get a SS replacement with few or no ID's. You will just have to look at the list below or look at the website below and gather the best documentation you can. You will need to take those documents, with a completed Application for Social Security, to the Social Security Office. If you apply through the mail, you'll need to send the actual documents and this method often fails.

Proof of Identity:

If the youth is a U.S. citizen, Social Security Administration needs:

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

If youth does not have these specific documents or cannot get a replacement for them within 10 days, Social Security Administration will ask to see other documents, including:

- Employee ID card;
- School ID card;
- Health insurance card (TXIX);
- U.S. military ID card; or
- Adoption decree.

Tip: Youth should have some of those documents on the second list. Youth can use original or copies of medical or educational records if they are signed and dated (call customer service at the SS office **(1-800-772-1213)** to confirm that what you have is going to work before you walk in). Birth certificate cannot be used to get a SS card, but again...

You can use a Medicaid (TXIX) card!

Application Form:

Assist the youth in completing the Application for Social Security Card form SS-5. This form can be found at: <http://www.ssa.gov/pubs/10120.html> - proof.

How/Where to apply:

To find a Social Security Administration office near you, go to <http://www.socialsecurity.gov/> and look for “find a SS office” on the left column or call **1-800-772-1213**. In Des Moines, it's in the Federal Bldg. 210 Walnut Street, 2nd Floor Room 293. Open 9-4 M-F.

You can send the application through the mail, but you have to send the original documentation (no copies). That's kind of risky if you ask me, but Social Security says they will send it back to you.

Social Security statewide Customer Service: 1-800-772-1213

Second: Go after the Birth Certificate:

How/Where to Apply:

You can assist a young adult in applying for a replacement birth certificate at the Office of Vital Records; you can apply by mail, or even order with the applicant's credit card.

In person or by mail:

For those born in Iowa, applications in-person can be made at the address below from 7:00 a.m. to 5:00 p.m., Monday through Friday. Go to:

Iowa Department of Public Health
Bureau of Vital Statistics
Lucas State Office Building, 1st Floor
Des Moines, Iowa 50319-0075

Credit Card Application:

If the applicant has a credit card in his/her name, they can call **515-281-4944** and purchase a duplicate birth certificate (\$15 + \$5.50 fee). No other identification is needed. A pre-paid credit card is not acceptable.

Application Form:

The application for an Iowa Birth Certificate can be found at:

http://www.pottcounty.com/pdf/Recorder/Vital_Record_Application.pdf

or

<http://idph.state.ia.us/>

Barrier: A barrier has been that when the DHS worker helps youth apply, they get a stamped “DHS Office Use Only” birth certificate. I asked the Office of Vital Records about this. Apparently, DHS can help the youth request a birth certificate without the “DHS Only stamp”, if DHS (or the SSA) requests a “certified birth certificate” on DHS

letterhead and pays the \$15. If this is done the Birth Certificate will not say “DHS only” and can be used by the young person to get other ID. DHS workers are making every effort to get this accomplished prior to exiting care.

Proof of Identity:

Requests must include the applicant’s current government-issued photo identification, except if by mail, a clear photocopy of the I.D., and the applicant’s signature signed in front of a notary public or in the presence of an Iowa Registrar of Vital Records.

Sorry, you can’t use your Medicaid card on this one.

TIP: If the youth doesn’t have a photo ID yet, they can use a current ID from school or work, a certified court document, a rent receipt, a mortgage receipt, or tax document for proof of identity. As with the ID above, these documents would have to be signed by the applicant in front of a notary before you mail it in. The notary is going to require a picture ID in most cases, so I would recommend you try to find a way to the Office of Vital Records, where they will not require a notary.

\$15 charge:

In Iowa, a non-refundable \$15 fee is required to search for a vital record and includes one certified copy if the record is located. You can use a credit card, but it will cost 5.50 more.

You can’t apply for someone else, so the worker/SSA should not try to write a check for the youth in his/her name. It has to be in the applicant’s name, DHS, or be a cashier’s check. Cash is accepted for walk-ins.

Iowa Vital Records Customer Service: 515-281-4944.

Finally: The Photo ID:

If the youth is applying for any license, non-driver ID, duplicate, renewal or permit, the youth must show proof of age and identity.

To get a non-driver ID, the young adult must have two documents on the lists below, with at least one from the primary list. This is a tough one-- For many youth, the only document they have from the primary list is a court order. But if you have followed the order of application on this tool, they should now have a birth certificate. **Once you have the birth certificate, you can use it as a primary ID here—and the Medicaid card is on the secondary list.** You can find the list at:

<http://www.iamvd.com/ods/identity.htm> or: **Primary & Secondary Identity Document List**

Primary List:	Secondary List:
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1. Photo driver's license or a certified copy of a license that is valid or has not been expired more than one year.
2. Photo ID card or certified copy of the card issued from the same state agency that issues driver's licenses and has not been expired more than one year, some states excepted.
3. Original or certified copy of a U.S. or Canadian birth certificate that has a raised seal and is government-issued. A hospital birth certificate is not acceptable.
4. Immigration and Naturalization Service (INS) document.
5. Court order containing the applicant's *full* name, date of birth and court seal. This does not include an abstract.
6. Military ID card, not including a dependent ID card.
7. Valid U.S. or Canadian passport or foreign passport with the appropriate INS document.
8. ID card issued by the Canadian Department of Indian Affairs. U.S. Bureau of Indian Affairs or tribal ID cards are not acceptable.

1. Any primary document.
2. Bureau of Indian Affairs card.
3. Photo driver's license or photo ID card expired one year or more.
4. Court order that does not contain the applicant's date of birth but does have *full* name.
5. Foreign birth certificate translated by an approved translator.
6. Military discharge or separation papers (DD214).
7. Military dependent ID card.
8. Employer ID card.
9. Health insurance card.
10. IRS or state tax document completed by the governmental agency. A W-2, 1040, 1040A, 1040EZ and related forms completed by the taxpayer are not acceptable.
11. Marriage license or certificate.
12. Medical records from doctor or hospital, original or authenticated.
13. Gun permit.
14. Pilot's license.
15. Certified school record or transcript.
16. Social Security card issued by the Social Security Administration. A metal version of the card is not acceptable.
17. Canadian Social Insurance card.
18. Photo student ID card.
19. Vehicle certificate of title. Vehicle registration is not acceptable.
20. Voter registration card.
21. Welfare card.
22. Prison release document.
23. Certified or notarized affidavit identifying a minor child that is personally provided by the child's parent or guardian. The parent or guardian must provide acceptable proof of his/her identity.