



Vital Docs /State ID/ Social Security cards for
persons experiencing homelessness:
Tips & fee waivers
May 7, 2025

AGENDA

1. Welcome, housekeeping and introductions of topic, speakers
2. Introduction to the partnerships for the MI state ID task force- Elizabeth Kelly
3. Poll time!
4. Obtaining State IDs, fee waiver & exception process- MI SOS – Ardiana Cera
5. Obtaining MI Birth certificates- Diane Perry, DHHS
6. Obtaining social security cards- Takeya Haugabook -SSA
7. How to make a HMIS ID- Rebecca Fitzgerald, Alliance for Housing
9. Questions & Resources, Wrap up

Housekeeping/Logistics

- There will be time for brief questions at the end of each of these presentations. Please jot down any questions so you don't forget. If we should run out of time, please submit your question and email address to either the presenter to ekelly@hopeshelters.org and it will be answered in the next couple of days.
- Make sure to keep the contact information for our presenters and reach out via email if you need assistance.
- All materials can be found on the Alliance for Housing website

Elizabeth Kelly

Retired CEO, HOPE Shelters
ID Task Force

MI State ID Taskforce, Fee Waivers History





POLL
TIME!

Does an ID Waiver mean that no proof of identity documents are needed?



Applying for State ID Cards & Driver's Licenses

Jocelyn Benson, Secretary of State
Department of State



May 2025

Document Requirements for ID Cards & Driver's Licenses

Form [SOS-428](#), available on the Secretary of State website, lists 4 categories of documentation:

- Proof of Social Security Number
- Proof of legal presence
- Identity document
- Proof of residency (2 documents are required)



Form SOS-428

Applying for a license or ID card?

To ensure a smooth application process, follow these instructions.



Secretary of State
Jocelyn Benson
Michigan.gov/SOS

Do you have the correct documents?

Make sure you have the correct documents before visiting a Secretary of State office. If you have any questions about what is required, call the Department of State Information Center at 888-SOS-MICH (767-6424).

Documents will be reviewed

All documents are subject to review and may require more than one day for approvals. Additional information may be required. The department may retain images or copies of any document presented.

Name changes and date of birth

Your first and last name and date of birth on your legal presence and identity documents should match.

If your legal name is different from what is on your birth certificate or legal presence document, you must show official proof of the name change, such as an original marriage certificate, a certified divorce decree or a court order.

Note: More than one name-change document may be required if your name has changed more than once.

Original documents only – no faxes or photocopies

Legal presence documents and identity documents (from columns 2 and 3) must be original documents – copies won't be accepted.

Foreign documents

Foreign documents must be translated.

Foreign driver's licenses

An International Driving Permit or an English translation must be provided. Foreign driver's licenses are proof of driving experience only and can't be used as proof of legal presence or identity.

Documents I need to bring:

1. _____
2. _____
3. _____
4. _____
5. _____

1. Proof of Social Security Number Present one document

- ☐ Social Security card
- ☐ W-2 Form
- ☐ SSA 1099 form or non-SSA 1099 form
- ☐ Pay stub containing your name and Social Security number
- ☐ SSA-L676 letter of ineligibility from the Social Security Administration. These must be presented with USCIS documents that show non-work authorized status. Letters more than one year old will not be accepted.

Note: If you are unable to provide one of the above documents as proof of your Social Security number, other documents that show your Social Security number may be presented but will require review by the Secretary of State office manager. Social Security number information will be verified.

You may be required to correct your information with the Social Security Administration before your driver's license or ID card application can be processed.

2. Proof of legal presence Present at least one document

- ☐ Valid, unexpired U.S. passport or passport card
- ☐ Certified birth certificate with stamp or raised seal issued by a U.S. government unit or U.S. territory government office (Note: Puerto Rican birth certificates are accepted only if issued on or after July 1, 2010.)
- ☐ Michigan enhanced driver's license or ID card
- ☐ Consular Report of Birth Abroad issued by the U.S. State Department (FS-240, DS-1350 or FS-545)

(The following will be verified by the Systematic Alien Verification for Entitlements system.)

- ☐ Certificate of Citizenship (N-560 or N-561)
- ☐ Certificate of Naturalization (N-550, N-570 or N-578)
- ☐ Valid, unexpired Permanent Resident Card (I-551) or other evidence of permanent residency (I-551 visa/stamp in passport or on I-94)
- ☐ Valid Employment Authorization Document (I-766)
- ☐ Valid, unexpired foreign passport with U.S. visa, along with evidence of entry (I-94 stamp or printout):
 - ◊ F-visa holders must present Form I-20.
 - ◊ J-visa holders must present Form DS-2019.
 - ◊ B1 and B2 visas aren't acceptable.
 - ◊ WB and WT visa stamps aren't acceptable.
- ☐ Other immigration documents that show legal presence and/or ability to work in the U.S., including Form I-94, State Department bio-data form, and supervision documents (Other documents may be accepted)
- ☐ Expired immigration documents along with Form I-797 (Notice of Action) showing that new documents have been applied for

3. Proof of identity Present at least one document

- ☐ Valid, unexpired U.S. passport or passport card
- ☐ Out-of-state, U.S. territories, or Canadian driver's license or ID card (Cards expired less than four years are accepted.)
- ☐ Marriage license issued in the U.S.
- ☐ Divorce decree issued in the U.S.
- ☐ U.S. court order for a name change
- ☐ Employee photo ID issued by a federal or Michigan government agency
- ☐ U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS)
- ☐ U.S. military ID with photo (DD-2, DD-1173 or CAC card)
- ☐ U.S. military discharge or separation document, such as a DD-214
- ☐ Photo ID from a federally recognized Native American tribe
- ☐ Michigan Department of Corrections prisoner ID
- ☐ Two of the following also are accepted: Foreign passport, I-94, Employment Authorization Card, Refugee Travel Document I-571 or immigrant visa
- ☐ Documents, including immigration documents with or without an entry stamp, (such as I-94 Arrival/Departure form, U.S. State Department bio-data form and court-ordered supervision documents)
- ☐ Michigan driver education certificate
- ☐ Government-issued adoption record
- ☐ U.S. school records (photo ID, transcripts, diplomas, yearbooks or attendance records)
- ☐ Parents or guardians may present their driver's license or ID and sign for their minor child.

4. Proof of Michigan residency Present at least two documents

- ☐ Utility bill or credit card bill issued within the last 90 days
- ☐ Account statement from a bank or other financial institution issued within the last 90 days
- ☐ Michigan high school, college or university report cards or transcripts
- ☐ Mortgage, lease or rental agreement (Lease and rental agreements must include landlord's telephone number.)
- ☐ Pay stub or earnings statement issued with the name and address of the employee
- ☐ Life, health, auto or home insurance policy
- ☐ Federal, state or local government documents, such as receipts, licenses or assessments
- ☐ Michigan title and registration (Registration must show current residential address.)
- ☐ Other documents containing your name and address may be accepted with manager approval.

Note: Documents used to show Michigan residency must include your name and home address. Electronic copies are accepted.

Michigan P.O. boxes aren't accepted as a "residence address."

Proof of Social Security Number (Column 1)

Social Security Card

W-2 Form

Earnings statement with the last 4 of SSN

Other documents (i.e., Department of Health and Human Services (DHHS) documentation, medical records, etc.)

Proof of Social Security Number (Cont')

The SOS-428 list of Social Security Number documents is not an all-inclusive list.

Photocopies of proof of Social Security Number documents are accepted.

All Social Security Numbers are verified through the Social Security Administration database
(called "SSOLV" for Social Security Online Verification).

Proof of Legal Presence- US Citizen (Column 2)

Documents presented by U.S. Citizens

- **US Birth Certificates –**
 - Must be issued by Vital Records office of the state of birth
 - Must have parent information listed
 - Michigan birth certificates are verified with Vital Records office
- **Valid, unexpired U.S. passport –**
 - must verify electronically
- **Certificate of Citizenship**
 - Verified with the issuing agency through SAVE
- **Naturalization Certificate**
 - Verified with the issuing agency through SAVE

Proof of Legal Presence - Immigrant Status

Documents presented by Immigrants

- Permanent Resident Card (PRC)
- Employment Authorization Card (EAD)
 - Issued to Refugees
 - Issued to Asylees
- Foreign passport with Immigrant visa
- I-94 card with refugee/asylee stamp
- Other Immigration documents
 - Refugee/asylee supporting documents, etc.


Proof of Legal Presence – Non-Immigrant Status

Documents presented by Non-Immigrants


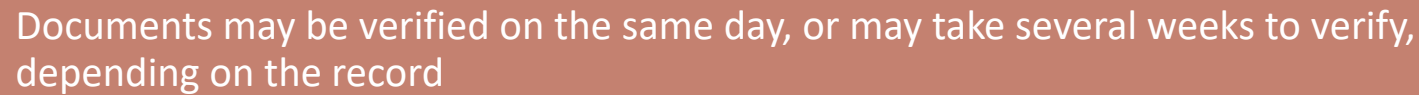
- Foreign passport with visa, entry stamp, or I94 card
- Employment Authorization Card (EAD)
- Other Immigration Documents

Immigration Documents

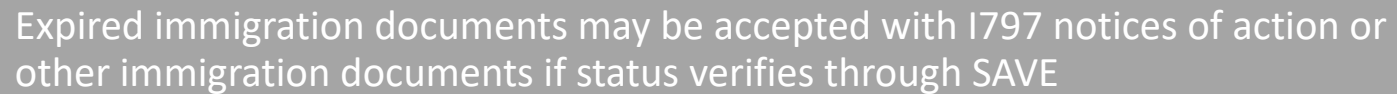
Immigration documents are verified with US Citizenship and Immigration Services using the federal government's Systematic Alien Verification to Entitlements (SAVE) program



Documents may be verified on the same day, or may take several weeks to verify, depending on the record



Expired immigration documents may be accepted with I797 notices of action or other immigration documents if status verifies through SAVE



Identity Documents (Column 3)

Documents must be originals, not photocopies.

- Out of state license or ID card (must be valid or expired less than four years)
- Marriage License
- Divorce Decree
- Court order for a name change
- Military Photo ID, Discharge papers or separation papers
- Photo ID for a Federally recognized Native American Tribe
- Michigan Dept of Corrections Card
- US School record, (photo ID, transcript, report card, diploma, yearbook)
- Michigan Driver Education Certificates
- Foreign passport
- Employment Authorization Card
- Government issued adoption records
- Parent ID may be used for a minor child

Identity Documents (Cont.)

Applicant is unable to present identity documents

- Alternative life documents may be used -The Secretary of State branch office may submit an exception request using additional alternative documents.
- **HMIS card with Shelter verification letter is accepted; requires approval through the exception process**
- **Note:** The applicant must present proof of SSN document, proof of legal presence, and two residency documents. The branch staff will submit the documents for an internal review while the customer is in the office.

Proof of Residency (Column 4)

Two documents, showing the Michigan residence address, are required.

The list on the SOS-428 isn't all inclusive.

We do not use self-produced documents. A third party must issue the document.

The document must have the residence address where the person currently lives.

Residency documents in a family member's name can be accepted, but documents establishing the relationship are required (not required for minors).

A shelter verification letter is accepted as a single residency document. Must be issued within 30 days of application.

A third-party homeless verification letter is not accepted. Applicant must present a Shelter verification letter issued on the shelter letterhead or present two residency documents.

No Fee ID Cards — Who Is Eligible?

Applicants age 65 or older

Applicants who are legally blind

Applicants who wish to add or remove an organ donor heart insignia to their ID card

Applicants who voluntarily surrender their driver's license - can no longer drive safely

Applicants who are veterans and qualify for the veteran's designation

Applicants who receive assistance /must show proof of participation

Applicants who are homeless (next slide)



Eligible Assistance Programs

Michigan Department of Health and Human Services (DHHS) Family Independence Program (FIP)

DHHS State Disability Assistance (SDA)

Social Security Administration SSDI or SSI benefits

Good Cause Fee Waiver

Applicants who are homeless are eligible for a No Fee ID Card if they present both of the following:

- HMIS (Homeless Management Information System) photo ID card, and
- Homeless verification letter from a public service agency.

Note: Proof of SSN and Legal Presence (birth certificate) must be presented if applying for a first time ID card.

Replacing a lost ID Card- Duplicate Cards

How can I replace a lost or stolen license, ID or permit?



Online

Replace your credential online

[Go to Online Services](#)



By mail

Apply for a duplicate license or ID

[Duplicate license and ID application](#)



Self-service station

Purchase a replacement and print a temporary credential

[Find a self-service station](#)



Office visit

Complete your business in an average of 20 minutes

[Schedule an office visit](#)

[License, ID or permit replacement](#)

Replacing a lost ID Card- Duplicate Cards

If an individual is trying to replace a lost ID card that was issued within the last 4 years:

- Applicant must present sufficient documentation to prove their identity
- Documents don't have to be from Column 2 or 3
- Non wallet sized documents are preferred

To receive a no fee replacement card due to Good Cause:

Applicant must visit a local office and present HMIS card and Homeless Verification letter

REAL ID

Beginning May 7, 2025, Michigan residents will need to present a REAL ID-compliant document to fly within the United States and enter certain federal facilities to comply with federal law.

REAL ID-compliant licenses and IDs will display a star in the upper right corner.



Thank you.

Michigan Department of State

Questions & Answers

