



Checklist of all Accepted Documents

Effective July 1, 2012, the following documentation requirements are in place at DDS. Please be sure to bring the required documents in each section with you when you visit a DDS Customer Service Center to obtain your DL or ID.

Name Change

Note: If your name has changed from the name on the *Primary Identification* document (Example: birth certificate or passport) provided as proof of identity; then you must provide an original or certified copy of one (1) or more of the following documents.

- Marriage Certificate
- Marriage License Application
- Divorce decree
- Adoption decree
- Other Court Order
- DDS only accepts immigration documentation from Non-Citizens that is in the name in which you want to have your DL/ID issued

Primary Identification

US Citizen

- Valid, Unexpired US Passport - For more information, please go to www.travel.state.gov/passport/
- An Original Birth Certificate or a certified copy of a Birth Certificate filed with the State Office of Vital Statistics or equivalent agency in the customer's state of birth.
GA Residents, for more information use this link to GA Vital Records www.rover.ga.gov
Non-GA residents, for more information use this link to view list of other State's Vital Records contacts www.cdc.gov/nchs/w2w.htm
- Consular Report of Birth Abroad issued by the U.S Department of State, Form FS-240, DS-1350, or FS 545 - For more information, please go to www.travel.state.gov/law/family_issues/birth/birth_593.html
- Certificate of Naturalization issued by DHS, Form N-550 or N-570 - For more Information, please go to www.dhs.gov/xabout/gc_1186413412271.shtm
- Certificate of Citizenship, Form N-560 or N-561, issued by the DHS - For more information, please go to www.uscis.gov/portal/site/uscis

Non-Citizen

NOTE: DDS will only issue a driver's license in a name that exactly matches the immigration documents.

- A valid, unexpired Permanent Resident Card (Form I-551) issued by the U. S. Department of Homeland Security (DHS) or immigration and Naturalization Service (INS) shall suffice as proof of lawful presence in the United States

NOTE: Non-citizen customers whose identities are proven using either of the documents below must also present a *second document* issued by DHS that is acceptable pursuant to O.C.G.A. 40-5-21.1. All Documentation of lawful presence is subject to verification with the DHS' Systematic Alien Verification for Entitlements Program.

- Unexpired employment authorization document (EAD) issued by DHS, form I-766 or Form I-688B



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- Unexpired foreign passport with a valid unexpired U.S. visa affixed accompanied by the approved I-94 documenting your most recent admittance into the United States

Proof of Social Security Number

- Social Security Card - For more information, please go to www.ssa.gov

NOTE: Make sure you have registered with the SSA for a legal name change if applicable prior to visiting the DDS.

- W-2 form
- SSA-1099 form
- Non-SSA 1099 form
- Pay stub with your name and your social security number printed on it
- Denial Letter issued by SSA

Proof of Residential Address

- Utility bill issued within the last sixty (60) days
- Bank statement issued within the last sixty (60) days
- Currently valid rental contracts and/or receipts for rent payments made within the last sixty (60) days
- Employer verification, including, but not limited to, one of the following:
Paycheck or paycheck stub
Letter from your employer
W-2 for current or preceding calendar year
- Non-expired Georgia driver's license, permit, or identification card issued to your parent, guardian, spouse or child
- Health insurance statement or explanation of benefits for claim
- State of Georgia or Federal income tax return for current or preceding calendar year
- Annual social security statement for current or preceding calendar year
- Medicare or Medicaid statement
- School record or transcript for current or preceding calendar year
- Homeowners insurance policy or bill for current or preceding calendar year
- Mortgage, payment coupon, deed, or property tax bill for current or preceding calendar year

Other Required Issuance Documents

Teen Driver

- ADAP Certificate



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- Georgia DDS Certificate of Attendance form notarized from your school (valid 30 days; during the summer vacation this form is valid from May until August or until school starts)
- Valid Learner's License
- Certificate from approved Driver's Education School or the certificate from an approved online program and / or the completed Parent guide that fulfills the on-the-road requirement
- Signed Affidavit by Parent/Guardian [40 hours on-the-road driving experience including 6 hours at night]; the parents will sign the Affidavit at the DDS so you do not have to bring this with you as it will be provided
- Insurance Card and Registration for the vehicle you will use to take your driving test
- Additional information for Teenage drivers is located on our website by using this link www.dds.ga.gov/teens/

Transfer of Out-of-State DL/ID

- Previously issued DL/ID or a Certified MVR

Commercial Driver's License

- CDL Application
- Medical Certification, if required for self-certification code
- TSA Background Check for Hazardous Materials Endorsement, if applicable
- Additional information for Commercial Driver's License is located on our website by using this link www.dds.ga.gov/Commercial/