

IDENTIFICATION

Assess what forms of identification you have or have access to in the community. You will need these documents in order to be able to obtain benefits and services as well as employment.



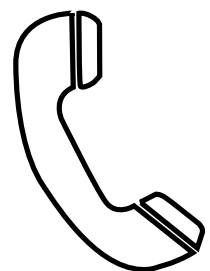
In this document, we are going to focus on the three (3) most important forms of identification:

- Birth Certificate
- Social Security Card
- Photo ID



If you are currently incarcerated, please give yourself ample time to connect with the DOC Reentry staff at the facility and begin the process to secure your identification prior to release. By securing your identification before you leave the facility, you will be able to secure employment and connect to resources much quicker once you are released in the community.

**Please note: many programs in the community do not have the financial resources to secure these documents once you are released.*



If you left a correctional facility without your identification, you can call the Reentry Services Unit at 860-692-6836 or 860-692-7869 or email at DOC.ORSU@ct.gov.

- If you have discharged and it's been less than 30 days since you have left a facility, you should contact the facility you discharged from.
- After 30 days from discharge, you should contact the Reentry Services Unit in Wethersfield at the numbers above. DOC will store unclaimed IDs for up to 2 years after your discharge date at the office in Wethersfield.

IDENTIFICATION

I. BIRTH CERTIFICATE

Request a Certified Copy of a Birth Certificate

For a birth occurring on or after January 1, 2003: You may request a certified copy of the birth certificate from any town vital records office or the State Vital Records Office.

For a birth occurring prior to January 1, 2003: You may request a certified copy of the birth certificate **ONLY** from the following:

- The town vital records office of the town where the birth occurred, or
- The town of the mother’s residence at the time of birth, or
- The State Vital Records Office.

Checklist for Obtaining a Certified Copy of a Birth Certificate

- Make sure that you are eligible to obtain the birth certificate
- Complete the application
 - Order your vital record online (additional fees may apply) through [VitalChek](#), or
 - Complete the [State application](#) and mail your order in to the State Vital Records office, or
 - Complete the [Town application](#) and mail your order in to the town of occurrence
- Include your photo ID
- Provide documentation proving that you are entitled to obtain the birth certificate (only applicable if the requester is not the birth registrant or a parent listed on the birth certificate)
- Include the applicable fee

Who Can Request a Certified Copy of a Birth Certificate?

Birth records are confidential records and are not open to the general public, except for those that are at least 100 years old. For birth certificates less than 100 years old, you can only obtain the birth certificate if:

- It’s you and you are 18 years of age or older, or an emancipated minor or a certified homeless youth
- You are the parent, legal guardian, grandparent, spouse, adult child, or adult grandchild
- You are an attorney-at-law representing the person named on the birth certificate or an eligible relative (see above), an agent of approved state or federal agency, a member of a Connecticut genealogical society (see the Connecticut State Library for more information) or a Conservator of Person
- For additional eligible parties see [C.G.S section 7-51](#)

If you are a representative from a federal or state agency requesting a certified copy of a birth certificate, you must comply with the following requirements:

- Complete and sign the official request on agency letterhead.
- Submit a copy of his/her employee PICTURE IDENTIFICATION issued by the agency.
- Submit a RELEASE OF INFORMATION form signed by the client authorizing the agency to obtain his/her record or, submit an official copy of a guardianship decree issued by a proper Court.
- If a State certified certificate is not needed, you may obtain an official, certified copy from the town of birth
 - The fee for a birth certificate issued from the State of Connecticut Vital Records Unit is \$30.00.
 - The fee for a birth certificate issued from the town/city of birth is \$20.00.

What Needs to Be Included with Your Request?

All requests for certified copies of birth certificates must be accompanied by:

- a **valid, government issued photographic identification** which includes the requester's name, date of birth, signature, and an expiration date. If the State or town vital records office has reason to doubt the authenticity of a document presented, the requester may be asked to provide additional documentation.

OR

- **Other forms of identification:** If a photographic identification is not available, two (2) of the documents listed below may be substituted. For mail requests, a photocopy of the document is sufficient, do not send original;
 - Social security card;
 - Social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;
 - Automobile registration;
 - Copy of utility bill showing name and current address;
 - Checking account deposit slip or bank statement stating name and current address;
 - Voter registration card;
 - Valid government issued trade or professional license;
 - Valid government issued firearm permit;
 - Probation documents issued by a court or other government agency, pursuant to a criminal conviction;
 - Letter from a government agency verifying identity. The letter shall be dated within six months prior to the date of the request;

- o Release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request;
- o Birth certificate of the requester;
- o Military discharge papers;
- o Current school or college photographic identification; or
- o Government issued photographic identification that has expired within 12 months prior to the date of the request.

If you are requesting a birth certificate for someone other than yourself or your child, you will need to submit proof verifying your relationship to the person whose birth certificate you are requesting. For example:

- If you are requesting the birth certificate of your parent, you must submit a copy of your own birth certificate in order to prove the parent/ child relationship.

For persons with a legal name change

- If you have had a legal name change and your identification documents do not match the information on the vital record you are requesting, you must submit a **copy** of the court order verifying the legal name change.

Online: The VitalChek Network allows individuals to conveniently order needed certificates directly online.

Step 1. Have The Following Required Information:

- Full Name at birth
- Date of Birth
- Both Parents' Full Names Including Mother's Maiden Name
- Daytime Phone Number
- A valid driver's license, or two of the following, one of which must have a photo:
 - Social Security Card
 - Employment ID
 - State or City ID
- If you do not have any of the ID's listed above, please provide copies of at least two recent bills which show your name and current address.

Step 2. Contact VitalChek

VitalChek can be reached either through its website, www.vitalchek.com or by calling 866-556-8685

Step 3. Payment Information

- Copies are \$20 each for full-size
- VitalChek Network, Inc. accepts all major credit cards, including American Express®, Discover®, MasterCard® or Visa®.
- An additional fee is charged by VitalChek for using this service,

Step 4. Submit Online Order

- You may place an order through VitalChek 24 hours a day, 7 days a week.

- Our office will process your order only during regular business hours. Please note that most express carriers will not deliver to a PO Box.
- You may inquire as to the shipping and handling fees for regular, international, or Saturday deliveries by calling VitalChek.

By mail: Birth Certificates can be obtained via mail from the Vital Records Office in the town/city you were born in by doing the following:

Step 1. Sending Copies of The Following Required Information

- Full Name at birth
- Date of Birth
- Both Parents' Full Names Including Mother's Maiden Name
- Daytime Phone Number
- A valid driver's license, or two of the following, one of which must have a photo:
 - Social Security Card
 - Employment ID
 - State or City ID
 - If you do not have any of the ID's listed above, please provide copies of at least two recent bills which show your name and current address.

Step 2. Payment Information (Please check with Vital Records Office in the Town/City you are requesting birth certificate.)

- Copies are \$15 each for wallet size and \$20 each for full-size
- Purchases can be made with money order payable to the City or Town
- Vital Records accepts credit cards and online orders, visit the online tab to place orders using a credit card through VitalChek
- Vital Records **does not accept personal checks**

Step 3. Mail Information

Mail information packet to Vital Records at the Town/City you were born in.

In-person: Birth Certificates can be obtained immediately in person at the Vital Records office in the town/city you were born in.

Step 1. Have The Following Required Information

- Full Name at birth
- Date of Birth
- Both Parents' Full Names Including Mother's Maiden Name
- Parents' Place of Birth-state or country
- Daytime Phone Number
- A valid driver's license, or two of the following, one of which must have a photo:
 - Social Security Card
 - Employment ID
 - State or City ID
 - If you do not have any of the ID's listed above, please provide copies of at least two recent bills which show your name and current address.

Step 2. Payment Information (Please check with Vital Records Office in the Town/City you are requesting birth certificate.)

- Copies are \$15 each for wallet size and \$20 each for full-size
- Purchases can be made with cash or money order payable to the town/city.
- Vital Records Office accepts credit cards or online orders, visit the online tab to place orders using a credit card through VitalChek
- Vital Records Office **does not accept personal checks**

Step 3. Visit Bureau of Vital Records in the town/city you were born in.

Re-Issuance of Puerto Rico Birth Certificates

The following information is summarized from the Puerto Rico Federal Affairs Administration: Birth Certificate Law and frequently asked questions (FAQs), <http://www.salud.gov.pr/Servicios-al-Ciudadano/Pages/Registro-Demografico.aspx>

Summary of Puerto Rico's Birth Certificate Law

Law 191, adopted in Puerto Rico in December of 2009 **and updated in January of 2010**, is aimed at strengthening the issuance and usage of birth certificates to combat fraud and protect the identity and credit of all persons born in Puerto Rico.

The law establishes that no public or private entity within the jurisdiction of Puerto Rico may retain an original copy of a Puerto Rico-issued birth certificate. Local agencies in Puerto Rico, as well as private employers, may request to inspect birth certificates and even can copy them, but cannot retain the original under any circumstance.

Puerto Rico's Vital Statistics Office now uses state-of-the-art technology to limit document forgery.

How to Apply for a New Birth Certificate if Currently Residing Outside of Puerto Rico:

[APPLY VIA VITALCHEK.COM](http://vitalchek.com)

ORDER ONLINE:

1. VitalChek.com Express Service – Order online through VitalChek, express certification service, approved by the Department of Health, Vital Statistics and Vital Statistics Program. Most major credit cards are accepted for making payments. You can choose between regular service or express service via UPS, as shipping options.
 - Payments – Most credit cards are accepted. Do not send Cash or Checks.
 - Express Service: (2 – 3 business days).
 - Total Processing Time: Approximately 3-5 business days + shipping time.

You can access vitalchek.com through the following link: vitalchek.com

ORDER BY PHONE:

VitalChek has a bilingual call center to receive and process requests via phone call. Most major credit cards are accepted. To order, please call:

FREE: (800) 255-2414

- Payments – Most credit cards are accepted.
- Regular Service: (5 – 7 business days)
- Express Service: (2 – 3 business days)

Total Processing Time: Approximately 3-5 business days + shipping time.

To send applications, through premium mail services (FedEx, Express Mail, Registered Mail, UPS) correspondences should be directed to the following street address:

**Puerto Rico Vital Statistics Record Office
(Registro Demografico)
171 Quisqueya Street
Hato Rey, PR 00917**

SOURCE: Puerto Rico Federal Affairs Administration, Puerto Rico Birth Certificates Law; Puerto Rico Federal Affairs Administration (PRFAA)
PREPARED BY: 211/tb
CONTENT LAST REVIEWED: January2020

II – Social Security Card

As of March 17th: All local Social Security offices will be closed to the public for in-person service until further notice. However, Social Security services are still able to provide critical services over the phone – (look for site phone numbers) and online information available at – <https://www.ssa.gov/>

If an individual is unable to conduct business online, check the online [field office locator](#) – for specific information about how to directly contact a local office in your area. The National 800 number is 1-800-772-1213 and (TTY 1-800-325-0778).

Link to the Social Security Administration website:
www.socialsecurity.gov/onlineservices.

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Social Security beneficiaries and Supplemental Security Income (SSI) recipients who don't file tax returns will start receiving their automatic Economic Impact Payments directly from the Treasury Department soon. People receiving benefits who did not file 2018 or 2019 taxes, and have qualifying children under age 17, however, should not wait for their

automatic \$1,200 individual payment. They should immediately go to the IRS's webpage at www.irs.gov/coronavirus/non-filers-enter-payment-info-here and visit the *Non-Filers: Enter Payment Info Here* section to provide their information. **Social Security retirement, survivors, and disability insurance beneficiaries with dependent children and who did not file 2018 or 2019 taxes need to act by Tuesday, May 5th, in order to receive additional payments for their eligible children quickly. SSI recipients need to take this action by later this month; a specific date will be available soon.**

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The following information was obtained from the U.S. Social Security Administration's web page at: <http://www.socialsecurity.gov/ssnumber/>.

To Obtain a New Social Security Number and Card you will need to provide at least two documents to prove age, identity, and U.S. citizenship or current immigration status.

The new online service allows individuals to get replacement Social Security cards through the Social Security Administration website at: www.socialsecurity.gov/ssnumber

To Obtain a Replacement Card, if lost or stolen, you must prove your identity and U.S. citizenship.

To prove identity: Social Security must see:

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

If you do not have these specific documents or cannot get a replacement for them within ten days, Social Security will ask to see other documents, such as:

- Employee ID card;
- School ID card;
- Health insurance card (not a Medicare card);
- U.S. military ID card
- Letter from doctor, with your name, address, social security number and doctors name, address, and signature

To Prove Age: Social Security must see:

- Birth certificate;
If a birth certificate does not exist Social Security may accept:
- Religious record made before the age of 5 showing your date of birth
- U.S. hospital record of your date of birth
- U.S. passport
- If you lived outside the U.S.: other records showing long term residence outside the U.S.

To prove U.S. citizenship: Under recent changes in law, only certain documents can be accepted as proof of U.S. citizenship. These include:

- U.S. birth certificate;
- U.S. passport

To prove immigration status: If you are not a U.S. citizen, Social Security must see your current U.S. immigration documents. Acceptable documents include:

- I-94 Arrival/Departure Record or admission stamp in the unexpired foreign passport
- I-766 Employment Authorization Document, EAD, work permit
- Form I-551 (Lawful Permanent Resident Card, Machine Readable Immigrant Visa) with your unexpired foreign passport

How to Change a Name on Your Social Security Card: To change your name on your Social Security card, you must also complete Form SS-5. You need to provide recently issued documents that show your legally changed name such as a marriage document, divorce decree, court order for a name change, or certificate of Naturalization showing the new name. The new Social Security card will show your new name, but will have the same number as your old card.

All documents must be either originals or copies certified by the issuing agency. Social Security cannot accept photocopies or notarized copies of documents or receipts showing you have applied for a document.

To Find the Nearest Social Security Office Look in Connecticut's Community Resources Database:

Search by Service Name: [Social Security Numbers](#)

SOURCE: U.S. Social Security Administration website

PREPARED BY: 211/rj

CONTENT LAST REVIEWED: April2020

III – Photo ID

Obtaining a Non-Driver Photo ID

The applicant must be a Connecticut resident. To obtain an ID card, qualified persons must [make an appointment at a DMV office](#).

Please note the following:

- New-issue ID cards **will not be processed** at AAA offices, Milford and North Haven Nutmeg State Financial Credit Union or West Haven City Hall.

What to bring:

- If you have a Connecticut-issued driver's license or learner's permit, [you have the option to exchange it](#) without bringing all your identity documents to DMV. If you do not, please follow the instructions below.
- The required documents from [this list of acceptable forms of identification](#). If you are not a citizen of the United States, you will be required to show proof of your legal status in this country. **Please note:** Puerto Rico-issued birth certificates dated before July 1, 2010, are not acceptable and need to be replaced.
- If you are a non-U.S. citizen, [please see additional information](#).
- Completed [identification application form](#) (form B-230).
- Payment for fee of \$28.00. Please see [acceptable forms of payments](#).

The non-driver photo ID fee is waived for:

- Applicants of a homeless shelter who provide proof of residency from [an authorized shelter or transitional housing](#) location in Connecticut. The [identification card application](#) (form B-230) must be signed by an official from the shelter or transitional housing location.
- Blind veterans who provide a Certificate of Blindness form from the [Bureau of Education and Services for the Blind](#) or a letter from a doctor/optometrist that they meet the definition of blind as defined in Connecticut General Statutes 1-1f(a) and provide a DD214 indicating they have been honorably discharged.

NOTE: If an applicant obtains a Connecticut Driver's License, the identification card **must** be surrendered when a driver's license is issued.

NEW PROCESS: You will not receive a permanent driver license or ID card while at a DMV office. It will arrive through the mail. For more on this, [please see Central Issuance](#). After visiting an office, you can [track the delivery of your new card](#).

Renewing a Driver's License

*****EXTENSION OFFERED:** DMV is offering extensions to Connecticut residents with expiring driver's licenses, ID cards and learner's permit's. No late fees will be assessed for eligible credentials. [Learn more](#).

"REAL ID" IS HERE: Starting October 1, 2021, the U.S. Federal Government will require anyone boarding an airplane for domestic travel or entering certain federal buildings to have a "verified" driver's license or state-issued ID card, or be required to show additional proof of identification, such as a passport. Check your license, you may already have the gold star! See more information about the [Real ID Program](#). Air travel additional information [can be found on the TSA website here](#).

The fee for your license renewal is computer generated, as DMV phases in the 8-year license. Your renewal will indicate the length of your expiration. \$72 for a 6-year license or \$96 for an 8-year license.

License renewals must be processed in person **by appointment only** at your [local DMV office](#), [AAA location](#), [Milford](#) or [North Haven](#) Nutmeg State Financial Credit Union offices or [West Haven City Hall](#). You may renew your license on or before your expiration date or as early as 180 days (six months) prior to your [license expiring](#).

What to Bring:

- Bring your current license (which must be presented).
- The renewal application form that you received in the mail (if available).
- Additional documents if applying for a [Real ID verified license](#). If you already have a "verified" license, you do not need to re-apply.
- The fee for your renewal is indicated on your renewal notice. See [acceptable forms of payment](#).
- Commercial driver's license (CDL) holders [can find renewal information here](#).

Additional Information:

- Individuals [65 years of age or older](#) have the option of renewing their operator license for two years.
- **A \$25 late fee will be charged for the renewal of an expired driver's license.**
- If you do not have your current license, you must present one form of acceptable identification from list of [acceptable forms of identification](#). If DMV does not have your image on file, you will be required to present two forms of identification from the acceptable forms of identification list.
- [AAA locations](#), [Milford](#) or [North Haven](#) Nutmeg State Financial Credit Union offices and [West Haven City Hall](#) cannot renew a Commercial Driver's License (CDL) or licenses with a public passenger endorsement.

RECEIVING YOUR LICENSE: You will not receive a permanent driver license at the counter. It will arrive through the mail. You may retain your expiring license provided there are no changes other than address. [Learn more here](#). After visiting an office, you can [track the delivery of your new card](#).

If you visit a **AAA location, Milford and North Haven Nutmeg State Financial Credit Union or West Haven City Hall** to renew your driver's license or ID card, acceptable forms of payment are: cash, money orders, personal checks and bank checks. MasterCard, Visa, Discover and most debit cards with MasterCard/Visa logo. Please make all checks payable to DMV. **These offices may charge a convenience fee up to \$8.00 per DMV transaction.**

If your driver's license has been expired two or more years, you will be required to complete all testing requirements again. Please see [Obtaining a License for the First Time](#) for detailed information regarding testing.

If your license is **suspended** here or in any other state, your license will not be renewed until your license privilege is restored. [See how to resolve a license suspension.](#)

If you are out of state/country or are incarcerated and need to renew your license, please see [Requirements to Obtain a License Through the Mail](#) for more information.

Public Passenger Endorsement Renewals

For "S,V,A,F" Holders

- You **must** have a current, legible, unexpired medical certificate (dated within a year) completed by a [Certified Medical Examiner](#) on file with the DMV **prior** to renewal. Please fax your current card to: (860) 263-5568 or email your current card to: DMV.CDL@CT.GOV
- Printed confirmation notice of self-certification with DMV. [Applicants must self-certify through the DMV website](#) and print confirmation notice.
- Renewal application form that you received in the mail (if available).

For "S" Holders

- "S" endorsement operators must successfully pass all sections of the skills test in order to obtain the proper classification/endorsements on your license. You must wait two to five business days after you have passed your skills test to obtain endorsement on your license as skills test results from the field must be entered into the system prior to issuance.
- Skills test must be dated within one year at renewal.

For "V" Holders

- Copy of [training certificate](#) (R-360) must be presented (dated within a year)

To replace documents when you have lost all of your identifying documentation:

- First replace your birth certificate. To find out how to do this without any ID, go to: <https://uwc.211ct.org/birth-certificates/> and visit the Connecticut Department of Public Health's website page for more information.
- Then, take your certified birth certificate and other documents needed to DMV to get a new driver's license or non-driver ID. To see the list of acceptable documents go to: <https://uwc.211ct.org/drivers-license/>.
- Take your birth certificate and your drivers license or DMV ID card to replace your Social Security card:
<https://uwc.211ct.org/social-security-cards-documents-required-to-obtain-a-social-security-number-and-card-or-a-replacement-card/>

SOURCE: 2-1-1CT/eLibrary
PREPARED BY: 211/tb
CONTENT LAST REVIEWED: *January2020*