

**CITY AND COUNTY OF HONOLULU
HAWAII DRIVER LICENSE/ PERMIT/ STATE IDENTIFICATION CARD
REQUIRED DOCUMENTS GUIDE (REAL ID)**

Initial Application for a Driver License, Instruction Permit, Provisional Driver License:

Since **March 5, 2012**, applicants for an initial driver license, instruction permit, or provisional driver license have been required to provide original or certified documents to establish the **following: (1) Legal Presence, (2) Legal Name, (3) Date of Birth, (4) Social Security Number, and (5) Hawaii Principal Residence Address** (effective **May 1, 2014**).

Documents presented for proof must be valid originals or certified copies, and unexpired. **(Notarized copies or faxes are not acceptable as proof for certified copies.)**

Initial Application for a State Identification Card:

Since **January 1, 2013**, applicants for an initial state identification card have been required to provide original or certified documents to establish the **following: (1) Legal Presence, (2) Legal Name, (3) Date of Birth, (4) Social Security Number, and (5) Hawaii Principal Residence Address** (effective **May 1, 2014**).

Documents presented for proof must be valid originals or certified copies, and unexpired. **(Notarized copies of faxes are not acceptable as proof for certified copies.)**

Refer to the three sections within the “**LIST OF ACCEPTABLE DOCUMENTS FOR A REAL ID COMPLIANT (STAR) HAWAII DRIVER LICENSE, INSTRUCTION PERMIT, PROVISIONAL DRIVER LICENSE OR HAWAII STATE IDENTIFICATION CARD.**”

Renewals:

United States Citizens or immigrants with permanent legal status: Documents are **NOT** required for renewal if the information on those documents provided for **ALL** five (5) of the category requirements described below are the same as provided in-person when previously issued a Hawaii driver license, instruction permit, provisional driver license or Hawaii state identification card. New documents must be provided in-person if there are any changes to your U.S. citizenship status or legal name.

Non-U.S. Citizens: Documentation of continued legal presence is required with each subsequent renewal application submitted for a Hawaii driver license, instruction permit, provisional driver license or Hawaii state identification card.

Additional documents may be required if the names on the documents submitted are different. You must provide “**connecting documents**” to establish the link between the names of any documents that have different names printed. Refer to the last section below titled “**LIST OF ACCEPTABLE CONNECTING DOCUMENTS TO PROVE LEGAL NAME CHANGES.**”

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Acceptable Documents For: (1) Legal Presence, (2) Legal Name and (3) Date of Birth
Document must be a valid original or certified copy, and unexpired.
(One document is required)

U.S. Citizen
U.S. State or Local Government issued Certificate of Birth or Record of Birth (In accordance with Puerto Rico Law No. 191, Hawaii does not accept any Puerto Rico birth certificate certified before July 1, 2010.)
U.S. Passport or U.S. Passport Card
U.S. State or Local Government issued Consular Report of Birth Abroad
Certificate of Citizenship (N-560 or N-561)
Certificate of Naturalization (N-550 or N-570)
Non-U.S. Citizen
DOJ/ INS I-551 Resident Alien Card issued since 1977
DOH/ INS or DHS/ USCIS I-551 Permanent Resident Card (PRC) issued since 1997, with signature or "Signature Waived" printed on the PRC. (Note: PRC, which contains a 2-year expiration date, is extended for 1 year when presented with a DHS/ USCIS Form I-797C Receipt Notice for a Form I-751 Petition to Remove Conditions on Residence.)
DHS/ USCIS I-797 with an expired or unexpired PRC
DHS/ USCIS I-688 Temporary Resident Card
DHS/ USCIS I-766 Employment Authorization Document (EAD) issued since 2004
Unexpired foreign passport, unexpired U.S. visa, and an approved I-94 form (or a DHS admittance stamp on the passport)
FAS Citizen (Republic of the Marshall Islands, Federated States of Micronesia, and Republic of Palau)
Unexpired FAS national passport and an approved I-94 form

Acceptable Documents For: (4) Social Security Number (SSN)
Document must be a valid original or certified copy, unexpired and the entire SSN
must be printed on the document. (One document is required)

Social Security Card (Original card. Plastic or metal cards are not accepted.)
Wage and Tax Statement W-2 Form from the previous year. (A printed electronically transmitted copy is acceptable.)
Social Security Administration (SSA)-1099 form from the previous year
Non-Social Security Administration-1099 form from the previous year
A pay stub with the applicant's name and printed Social Security Number

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<p>Acceptable Documents For: (5) Hawaii Principal Residence Address (Two documents from different entities or accounts are required – <u>copies are accepted</u>)</p> <p>Documents must show the Hawaii address and the applicant's full first and last name as the addressee. Documents from the same entity must have different account numbers or identifiers. The Affidavit for Proof of Residence form may be applicable to those that do not have any documents with their full first and last name as the addressee. The affidavit provides for the applicant to affirm that the applicant's principal residence is the same as the Hawaii address of the person they reside with and documentation will be provided by the affiant. This commonly occurs with children living with their parents but other circumstances may apply as well. The affidavit form must be notarized or signed by the affiant in person and witnessed by the staff processing your application.</p> <p>The form may be found at: http://HonoluluAffidavit.com (Affidavit for Proof of Residence)</p>
Valid Hawaii Driver License, Instruction Permit, State ID card or Driver License Renewal Notice
Current vehicle registration or title
Valid insurance statement or card (Examples: automobile, homeowners, life, medical, etc.)
Mail addressed to the applicant from a government or medical entity not more than two-months old (Examples: voter registration card, social security administration 1099 benefits, hospital statement, etc.)
Current real property tax assessment form
Utility bill not more than two-months old (Examples: cable TV, cell phone, electric, gas company, water, etc.)
Financial statement not more than two-months old (Examples: bank, credit union, or other financial institution checking account or savings account, investment company, credit card, debit card, etc.) Same account numbers from the same business entity will qualify as only one proof for the address document requirement.
Payroll check or payroll check stub issued by an employer not more than six-months old
Current mortgage account or proof of homeownership
Current residential rental or time-share agreement for six months or more
U.S. individual income tax return, W-2 form or income tax form 1099 from the previous year
Hawaii individual income tax return or HW-2 form filed in the last two years
Letter from the Hawaii State Department of Human Services indicating the person is receiving welfare assistance dated not more than 90-days old
Documentation or valid identification card that the applicant is receiving State of Hawaii public assistance (health benefits, social services program, etc.) dated not more than 90-days old
Receipt for personal property taxes paid
A stamped Department of Taxation form A-6 (Tax Clearance Application)

Medical card issued by a health insurance agency
Applicants documenting enrollment in a State or Federal address confidentiality program, which allows an applicant to obtain and use alternative addresses, may use an alternative address on the card, but must provide the applicant's permanent address for file purposes.
P.O. Box numbers are not acceptable to indicate a Hawaii principal residence address unless a number and street name have not been assigned for United States mail delivery. An address convention used by the United States Postal Service is acceptable.
Affidavit indicating that the applicant currently resides with the affiant, provided the affiant's address can be verified and the affidavit is notarized or witnessed by staff. (The form may be found at http://HonoluluAffidavit.com)
Homeless applicants may use the address of their current shelter agency, or if not staying in a shelter, may use the general delivery of the post office nearest where they spend most of their time. In addition, for state ID applicants, a signed sworn statement from a victim service organization, an attorney, a member of the clergy, correctional institutional staff, a medical or other health professional from whom the person has sought services, or a verification letter from a homeless service provider as documentary evidence of the person's address.
Acceptable <u>Connecting Documents</u> To Prove Legal Name Change(s) Document must be a <u>valid original</u> or <u>certified copy</u>
Court Order for Name Change/ Adoption/ Divorce – no others (Legal Name, Date of Birth, and Court Seal are required to accept the order.)
Marriage Certificate (U.S. Government Issued)
Certified decree of name change from the State of Hawaii Lieutenant Governor's Office
Naturalization Certificate
Civil Union Certificate (U.S. Government Issued)
A divorce decree may be used as authority to resume using a previous name only if it contains the new name and the previous name, and permits a return to the use of the previous name.

For further information, please visit www.honolulu.gov/csd