

Securing State ID & Vital Documents: Update on Gaining State ID and other Vital Documents

HOMELESS SUMMIT 2017

STATE ID TASKFORCE

ELIZABETH KELLY AND DEBRA HENDREN

Introduction

Barriers for those experiencing homelessness without ID and/or Vital Documents

- Unable to access shelter
- Unable to pursue housing assistance
- Unable to secure employment
- Unable to access non emergency medical treatment
- Unable to sign a lease

... The list goes on and on

Agenda

DOCUMENTATION

- Real ID Act of 2005
- Secretary of State ID Pilot Exception
- Vital Documents
- Social Security Cards

COST

- Local County Clerks providing fee reductions/waivers for vital documents
- Free ID for Me!
- Under Development. . .

Real ID Act of 2005

This law sets forth requirements for state driver's licenses and ID cards to be accepted by the federal government for "official purposes" as defined by Homeland Security. All states are supposed to fully implement by January 2020.

REAL ID ACT OF 2005

DATA REQUIREMENTS ARE SET BY THE FEDERAL GOVERNMENT

- Full legal name
- Signature
- Date of birth
- Gender
- Unique identifying number
- Principal residence address
- Front facing photo

DOCUMENTATION AND VERIFICATION REQUIREMENTS

- A photo ID, or non photo ID that includes full legal name and birth date
- Documentation of birth date
- Documentation of legal status and Social Security Number
- Documentation showing name and principal residence address
- Secretary of State to verify this information



ID Documentation

Participating Counties using the Secretary of State Pilot Program





Secretary of State Pilot ID Exception Process

This is not a fee waiver or reduction program

- Program was designed to reduce trips to supply additional documentation for the program participant, but does require some more work by the Case Manager to facilitate.
- Provides opportunity for discussion, and planning with the SoS ID Exception Unit, before the program participant visits the local participating branch office.
- Allows the person to use homeless verification letter (one document – template) in place of fulfilling the two documents required for proof of Michigan residency.
- Individual must have a document to meet the Legal Presence requirement. Typically this is a birth certificate and must be certified or have a raised seal.

Can set up a billing system between agency and SoS rather than providing third party payment to hand to the individual

New Secretary of State Requirements Compliant with REAL ID

Applying for a license or ID? You will need the documents listed below.



Secretary of State
Ruth Johnson
www.Michigan.gov/sos

To ensure your application process is as smooth as possible, remember:

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/sos or call the Department of State Information Center at 888-SOS-MICH (767-6424).

- ✓ Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.

- ✓ A second document from group #2 may also be accepted as proof of identity.
- ✓ Foreign documents must be translated.
- ✓ Documents must be originals or copies certified with a raised seal or stamp. Faxed or photocopied documents will NOT be accepted.

- ✓ Foreign driver's licenses are proof of driving experience only. English translations must be provided if you do not have an International Driving Permit.
- ✓ Documents are subject to departmental review and may require more than one day for approvals. Additional information may be required. The department may retain images or copies of documents presented.

1 Your Social Security number or letter of ineligibility

Present ONE of the following to demonstrate a valid Social Security number or ineligibility.

- 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. Must be presented with USCIS documents that show non-work authorized status.

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 require review by the branch 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.

SOS-428 (08/17)

2 Legal presence

Present at least ONE of any of the documents from this column.

- Valid, unexpired U.S. passport or passport card.
- Certified birth certificate with stamp or raised seal issued by a government unit of the U.S. or U.S. territory government office.
- Enhanced Michigan Driver's License or ID card.
- Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).

The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day.

- Valid, unexpired Permanent Resident Card (I-551).
- Certificate of Citizenship (N-560 or N-561).
- Certificate of Naturalization (N-550, N-570 or N-578).
- Valid, unexpired foreign passport and U.S. visa with entry stamp or I-94 form.
 - B1 and B2 visas are not accepted.
 - WB and WT visa stamps are not accepted.
 - F-visa holders must present an I-20 form.
 - J-visa holders must present a DS-2019 form.
- Valid, unexpired Employment Authorization Card (I-766) presented with foreign passport and entry stamp.

Note: If you do not have any of the above documents other USCIS documents may be presented but require verification, which may take more than one day.

3 Identity verification

Present original documents to establish identity. MORE THAN ONE document may be required.

- Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than four years will be 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 card with photo (DD-2, DD-1173 or CAC card).
- U.S. military discharge or separation documents, such as a DD-214.
- Tribal photo ID card from a federally recognized Native American tribe.
- Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day.)
- Michigan driver education certificate. (For applicants age 18 and younger.)
- Government-issued adoption record.
- U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance).
- If the applicant is below age 18 and does not have one of the above with them, a parent or guardian may present their driver's license or ID and sign for the teen.
- The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document I-571 or Immigrant visa.
- A valid, unexpired U.S. passport or passport card can serve as both proof of legal presence and identity.

Note: If none of the documents listed above are available, other identity documents may be accepted. These documents require verification, which may take more than one day.

4 Proof of Michigan residency

Present at least TWO documents with your name and Michigan residence address.

- Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.)
- Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)
- Michigan high school, college or university report cards or transcripts.
- Mortgage, lease or rental agreement. (Lease and rental agreements must include the 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. (The registration must show current residential address.)
- Other documents containing your name and address may be accepted with manager approval.

Note: Michigan P.O. boxes not an acceptable residence address.

Documents needed:

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

www.Michigan.gov/sos

Former Secretary of State Requirements



Applying for a license or ID?

U.S. Citizens, Permanent Residents & Refugees
Need the Following Documents:



To ensure your application process is as smooth as possible, remember:

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/sos or call the Department of State Information Center at 888-SOS-MICH (767-6424).
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will NOT be accepted.
- ✓ Document approval may not occur in the same day and may require an additional visit.
- ✓ License or ID may be valid until one of the following:
 - Four years from last birthday.
 - Applicant's 18th or 21st birthday.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.

1 Your Social Security number or letter of ineligibility	2 Legal presence	3 Identity verification	4 Proof of Michigan residency
Present ONE of the following to demonstrate a valid Social Security number or ineligibility.	Present at least ONE of any of the documents from this column.	Present original documents to establish identity. MORE THAN ONE document may be required.	Present at least TWO documents with your name and Michigan residence address.
<ul style="list-style-type: none"> <input type="checkbox"/> Social Security card or other Social Security Administration document containing your name and Social Security number. <input type="checkbox"/> W-2 or 1099 form. <input type="checkbox"/> Pay stub containing your name and Social Security number. <input type="checkbox"/> U.S. military ID card or other U.S. military document containing Social Security number (DD-2, DD-214, DD-1173 or CAC card.) <input type="checkbox"/> Completed U.S. 1040 tax return form <input type="checkbox"/> Letter of ineligibility from the Social Security Administration (applies to applicants that are not eligible to work due to their legal status). Letters more than 30 days old will not be accepted. <input type="checkbox"/> Other government issued documents showing a partial or full Social Security number. <p><i>Note: Social Security information will be verified. You may be required to correct information with the Social Security Administration before your driver's license or state ID card application can be processed.</i></p> <p>Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.</p> <div style="text-align: right;">  </div>	<ul style="list-style-type: none"> <input type="checkbox"/> Certified birth certificate with stamp or raised seal issued by a U.S. or U.S. territory government office. <input type="checkbox"/> Valid, unexpired U.S. passport or passport card. <input type="checkbox"/> Enhanced Michigan Driver's License or ID card. <input type="checkbox"/> Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545). <input type="checkbox"/> U.S. Census Record (This document requires verification, which may take more than one day.) <ul style="list-style-type: none"> ■ Applies to older applicants who do not have a birth certificate filed with vital records. ■ Census record must be from the first or second Census after the applicant's birth. <p style="background-color: #cccccc; padding: 2px;"><i>The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid Permanent Resident Card (I-551). <input type="checkbox"/> Valid, unexpired Employment Authorization Card (I-766). <input type="checkbox"/> Machine readable immigrant visa with temporary I-551 language. <input type="checkbox"/> Temporary I-951 stamp on foreign passport or I-94. <input type="checkbox"/> Certificate of Citizenship (N-560 or N-561). <input type="checkbox"/> Certificate of Naturalization (N-550, N-570 or N-578). <input type="checkbox"/> Valid, unexpired Reentry Permit (I-327). <input type="checkbox"/> Valid, unexpired Refugee Travel Document (I-571) with a stamped, valid I-94. <input type="checkbox"/> Other DHS-issued documents with I-94 or Alien Registration Number (ARN). <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <input type="checkbox"/> Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than one year will be accepted.) <input type="checkbox"/> Valid, unexpired U.S. passport or passport card. <input type="checkbox"/> Marriage license issued in the U.S. <input type="checkbox"/> Divorce decree issued in the U.S. <input type="checkbox"/> U.S. court order for a name change. <input type="checkbox"/> Photo ID card issued by a federal or Michigan government agency. <input type="checkbox"/> U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS). <input type="checkbox"/> U.S. military ID card with photo (DD-2, DD-1173 or CAC card). <input type="checkbox"/> U.S. military discharge or separation documents, such as a DD-214. <input type="checkbox"/> Tribal photo ID card from a federally recognized Native American tribe. <input type="checkbox"/> Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day.) <input type="checkbox"/> Michigan driver education certificate. (For applicants age 18 and younger.) <input type="checkbox"/> Michigan adoption record. <input type="checkbox"/> U.S. school records (School ID cards with name and photo, diplomas, transcripts or yearbooks). <input type="checkbox"/> If the applicant is below age 18 and does not have one of the above, a parent or guardian must present their driver's license or ID and sign for the teen. <input type="checkbox"/> A second document from group #2 may also be accepted. <input type="checkbox"/> The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or Immigrant visa. <p><i>Note: If none of the documents listed above are available, other identity documents may be accepted. These documents require verification, which may take more than one day.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.) <input type="checkbox"/> Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.) <input type="checkbox"/> Michigan high school, college or university report cards or transcripts. <input type="checkbox"/> Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.) <input type="checkbox"/> Pay stub or earnings statement issued with the name and address of the employer. <input type="checkbox"/> Life, health, auto or home insurance policy. <input type="checkbox"/> Federal, state or local government documents, such as receipts, licenses or assessments. <input type="checkbox"/> Michigan title and registration. (The registration must show current residential address.) <input type="checkbox"/> Other documents containing your name and address may be accepted with manager approval. <p><i>Note: Residency documents in a family member's name may be used if the family relationship can be established.</i></p> <p><i>Michigan P.O. boxes are not an acceptable residence address.</i></p> <p>Documents needed:</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
www.Michigan.gov/sos			

Proof Documents – Pilot Program

Homeless Verification

Replaces 2 documents needed in Column 4
(Michigan Residency)

INSERT SHELTER LETTERHEAD HERE

**Michigan Secretary of State – Exception Unit
Shelter Verification Letter (Client Mailing Address)**

[DATE – Must be within 30 days of application]

Secretary of State
ID Exception Unit
FAX: (517) 763-0176

Shelter Participant (full legal name): _____

DOB: _____

HMIS Number: _____

Dear Secretary of State:

This letter serves as verification that [SHELTER PARTICIPANT NAME] is homeless and is receiving services from [SHELTER NAME]. Per the Homeless Applicant ID Exception Process, [SHELTER PARTICIPANT NAME] is eligible to present this homeless verification letter as the single proof of residency document.

[SHELTER PARTICIPANT NAME] uses the following shelter address to receive mail:

Street Address: _____

City/State/Zip: _____

Thank you for your consideration.


Sincerely,

[SHELTER PROVIDER NAME]
[SHELTER PROVIDER ADDRESS]
[SHELTER PROVIDER CONTACT NUMBER]

12/4/2015



Identity Verification

Picture ID through HMIS

 **SERVICEpoint**[®]
Connecting Your Community.

ServicePoint Training Site

Name: Simpson, Bartholomew JoJo
Client ID#: 12
Date of Birth: 02/23/1979



0000012

Helpful Tips

Use the forms as templates provided and follow instructions



Refer to the Exception Process Coversheet for explanations of the documents, FAQ's, etc.

Currently only available in Calhoun, Genesee, Macomb, Oakland and Wayne counties with specific designated offices

Submit the packet for the SoS's review and receive confirmation before instructing a program participant to go to the local designated branch office. **REMEMBER THAT YOU ARE FAXING THIS APPLICATION TO THE ID EXCEPTION UNIT AND WAITING FOR FORMAL/WRITTEN APPROVAL BEFORE SENDING YOUR PROGRAM PARTICIPANT TO THE LOCAL PARTICIPATING BRANCH OFFICE**

"Less is More" does not apply to this program. The more documentation you have, the better. . .

Vital Documents Through the Office of the County Clerk



**STATE OF MICHIGAN
CERTIFICATE OF LIVE BIRTH**

State File Number: **121-582-0882827** Date Filed: **March 17, 1947**
Child's Name (First, Middle, Last, Suffix): **Willard Mitt Romney**
Date of Birth: **March 12, 1947**
Gender: **Male**
Child's Birthplace: **Detroit, Wayne County**
Mother's Name Before First Married: **Lenore Lafount**
Mother's Birthplace: **Utah** Mother's Age: **36**
Father's Name: **George Romney** Father's Age: **39**
Father's Birthplace: **Mexico**

I hereby certify that the above is a true and correct representation of the birth facts on file with the Division for Vital Records, Michigan Department of Community Health.

Certified by: *Alma Gjeslund* Date Issued: **January 18, 2012**
AFS: 2249411

VOID

Counties that offer fee reduced/waived birth certificates



83 counties in Michigan ... 79 counties to go!

Local Clerk Programs: Vital Records Fee Waiver/Reduction

Typical Standards Include:

- Must present in person, with letter of request
- Clerk may ask some questions to ensure identity
- HMIS ID card, or an equivalent, may also be requested as an alternate form of picture ID
- Limitations: birth certificates of an individual who was adopted, or parents were not married, or father not named, before 1978, may be stored in Lansing and not accessible this way

MDHHS Michigan Department of Vital Records

- Often used to secure birth certificates for individuals who were adopted, or parents were not married, or the father wasn't named on the birth certificate, before 1978.
- Also used in situations when a person may have been born in a different part of the state especially when the local office does not have quick accessibility
- Expedited process is not quick but may shorten this process by a week – expect 4+ weeks to obtain records
- This process requires a current or recently expired State ID.

VitalChek is an online process but is costly and requires a current or recently expired state ID.

Out of State/Country Vital Records

The reality is that people travel . . .

- Use Google or another search engine to locate the state's bureau of vital records
- Process ranges from 3 weeks to 6 months
- Often a copy of a current photo ID may be required
- Some states will negotiate the need for a photo ID
- All states have VitalChek but it is very expensive and the ID will still be required

Out of State/Country Vital Records

US Territories

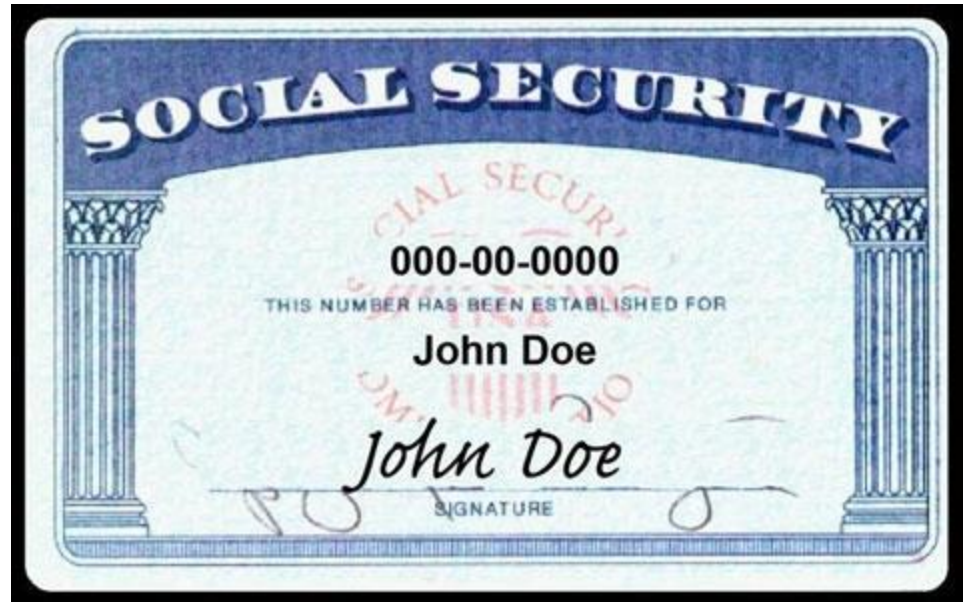
- Allow three months for a birth certificate from Puerto Rico and the form will be in Spanish

Out of Country

- Canada: Long form birth certificate is needed to show parents' names. The cost is \$45.
- Each country will have different requirements.

Social Security Administration

As of May 2017, the Homeless Management Information System card (HMIS) is now accepted as a tertiary proof document to secure a replacement Social Security Card with supporting documentation. This initiative originated with the task force but now is one of the accepted proof documents throughout the US.



There is NO cost for a Social Security Card!!!



Cost

Vital Documents through the County/City Clerk

- Costs range between \$10 and \$25
- Some clerks will offer fee reductions

Action Step:

How to use advocacy at the local level to secure fee waivers and/or reductions in your community.

MDHHS Michigan Department of Vital Records

- The basic fee for a birth certificate from the State is \$34. This covers search for the document and is non-refundable if the vital document cannot be secured.

- VitalChek:

\$46 + \$11.50 processing fee + expedited shipping at \$19.75

Total ranging from \$57.50 - \$77.25

The basic fee for a birth certificate from the State is \$34 but VitalChek charges a base fee of \$46

Free ID for Me! (MDHHS)

ID Exception Pilot Program does not include a fee waiver but through MDHHS you may be able to consider these other options for your program participant:

- Individual receives FIP, SDA, SSI or SSDI
- Legally blind
- Over age 65
- An individual exchanging their revoked driver's license for an ID

Michigan Works may also pay for state IDs for those enrolled in their programs

UNDER DEVELOPMENT

We apologise for any inconvenience

Advocacy Efforts

Ongoing Advocacy

STATE ID

- SoS: From Pilot to General Practice for documentation
- There is a bill in the MI Legislature to make IDs free for veterans
- Expansion of Free ID for Me! to include homeless populations

Join the advocacy and sign the letter spearheaded by MCAH on behalf of the State ID Taskforce!

bit.ly/IDSignOn

VITAL RECORDS AND BIRTH CERTIFICATES

- Expand network of local county clerks providing fee reductions/waivers
- Appropriation efforts to build in fee waivers at the MDHHS Bureau of Vital Records for those experiencing homelessness

Download this Presentation and Supporting Documentation

ID Presentation and Link: michigan.gov/mcteh

Handouts link: michigan.gov/mcteh/0,8782,7-349-78545---,00.html

Reference Materials will also be hosted at the MCAH Website: bit.ly/MCAHID

Questions???