



DEPARTMENT OF TRANSPORTATION

**Hawaii State Identification Card
Fact Sheet**

NEIL ABERCROMBIE
GOVERNOR

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Beginning on Wednesday, January 2, 2013, the state Department of Transportation (DOT) and all county driver license offices will implement Act 310, Session laws of Hawaii 2012, which affects the issuance of Hawaii State Identification Cards statewide. Below is a full list of requirements and answers to frequently asked questions about this requirement.

INTRODUCTION

Effective January 2, 2013, anyone applying for an original or renewal of their Hawaii State Identification Card must present documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address in the U.S. in person at any of the following Driver License locations:

- **City and County of Honolulu**
 - Kalihi-Kapalama – 1199 Dillingham Blvd. – Driver Licensing A-101, (808) 532-7730
 - Wahiawa – 330 North Cane St., (808) 621-7255
 - Waianae – 85-670 Farrington Hwy., (808) 768-4222
 - Kapolei – 1000 Ulu`ohi`a St., (808) 768-3100
 - Koolau – 47-388 Hui Iwa St., Suite 19, (808) 239-6301
- **Maui County**
 - Kahului – 70 E. Kaahumanu Ave., Suite A-17 (Maui Mall Shopping Center), (808) 270-7363
 - Kihei – 303 East Lipoa St., (808) 270-7363
 - Lahaina – 900 Front St., Unit I-17, (808) 270-7363
 - Pukalani – 91 Pukalani St. (Hannibal Tavares Community Center), (808) 270-7363
 - Hana – Hana Hwy. and Uakea Rd. (County Public Works Office), (808) 248-7280
 - Lanai – 309 Seventh St. #101, (808) 565-7878
 - Molokai – 100 Ailoa St. (Mitchell Paule Center), (808) 553-3430

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- **Hawaii County**
 - Hilo – 349 Kapiolani St., (808) 961-2222
 - Kona – 74-5044 Ane Keohokalole Hwy. (West Hawaii Civic Center), (808) 323-4800
- **Kauai County**
 - Lihue – 4444 Rice St., Suite A-480, (808) 241-4242

DOCUMENTARY PROOF REQUIREMENTS AFFECTS EVERYONE APPLYING FOR A STATE-ISSUED IDENTIFICATION CARD

Documentary proof affects anyone applying for a Hawaii State Identification Card, including U.S. citizens and foreign-born applicants. The documentary proof also applies to anyone who has just moved to Hawaii from another state or country, and anyone renewing their Hawaii State Identification Card.

Documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address will be required from:

- **Applicants applying for an original Hawaii State Identification Card.**
Anyone who has never held or is re-applying for a Hawaii State Identification Card must provide documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address in the U.S.
- **Applicants renewing their Hawaii State Identification Card.**
Anyone who renews their Hawaii State Identification Card must provide documentary proof of legal name, date of birth, social security number and legal presence in the U.S. Applicants who are U.S. citizens and aliens admitted for permanent residence status in the U.S. will need to provide documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address documents every second renewal.

FREQUENTLY ASKED QUESTIONS ABOUT DOCUMENTARY PROOF REQUIREMENTS

- **I am temporarily authorized to be in the U.S. How often will I have to present documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address?**
Applicants who are temporarily authorized to be in the U.S. are required to present documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address when applying for an initial or renewal of a Hawaii State Identification Card.
- **I am temporarily authorized to be in the U.S. Can I renew my Hawaii State Identification Card by mail?**
No. You must renew in person and present documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address.

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- **Once legal name, date of birth, social security number, legal presence and proof of principal residence address are established, will I need to provide the documents again at the time of my next renewal?**
Applicants who are temporarily authorized to be in the U.S. are required to present documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address when applying for an initial or renewal Hawaii State Identification Card. Applicants who are U.S. citizens and aliens admitted for permanent residence status in the U.S. will not need to provide documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address until their second renewal.
- **I lost my Hawaii State Identification Card and I would like to apply for a duplicate. Am I required to present documentary proof of legal name, date of birth, social security number and legal presence?**
No. Documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address is not required when applying for a duplicate Hawaii State Identification Card.
- **Can I mail in my documents so they can be reviewed and approved prior to my renewal of my Hawaii State Identification Card?**
No. Customers may not mail documents to the DMV for review. Documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address is required at the time of renewal application. Those eligible to renew their Hawaii State Identification Card by mail will be provided renewal instructions.
- **If the documents I submit at the time of renewal are not acceptable, will I be provided with more information on other forms that you will accept?**
Yes. Your County DMV staff will assist you through this new process.
- **Will I qualify for a Hawaii State Identification Card a day before the expiration of my legal status?**
Yes, provided that documentary proof for legal name, date of birth, social security number, legal presence and proof of principal residence address is verified. However, the expiration date of your Hawaii State Identification Card will be based on the expiration of your legal stay.
- **I will be renewing my Hawaii State Identification Card soon. I was born at home and do not have a birth certificate. I have no living relative to confirm who I am. Can I provide something else?**
Documentary proof of legal name, date of birth, social security number, legal presence and proof of principal residence address must be established in order to process your Hawaii State Identification Card renewal application. A Hawaii State Identification Card may be renewed as early as six months before its expiration date. Therefore, it is recommended that you give yourself sufficient time to renew within the six month period before your card expires. For further information, please visit the appropriate county website where you intend to renew your card or call for further assistance.

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City & County of Honolulu: (808) 532-7730

County of Hawaii: (808) 961-2222

County of Kauai: (808) 241-4242

County of Maui: (808) 270-7363

- **My Hawaii birth certificate shows my birth name and my Hawaii State Identification Card shows my married name. Am I required to present additional proof of legal name?**
Yes. You are required to present an original or certified copy of your certificate of marriage and your Hawaii birth certificate. Your Hawaii birth certificate will prove your legal name (at birth), date of birth and legal presence and your certificate of marriage will establish your name change from your birth name to your married name which appears on your Hawaii State Identification Card.
- **What documents are considered to be legal and admissible?**
Documents presented for proof of legal name, date of birth, social security number and legal presence must be valid originals or certified copies. Photo copies or faxed copies of proof documents are not acceptable. Please refer to the **List of Acceptable Documents – Hawaii Driver’s License & Hawaii State Identification Card.**
- **My father was in the military and I was born out of country. I lost my documents verifying birth abroad and do not have a U.S. passport. What can I bring in to prove I am a U.S. citizen and to prove my identity?**
Please refer to the **List of Acceptable Documents – Hawaii Driver’s License & Hawaii State Identification Card.**
- **My documents are very old, delicate and difficult to read. Should I bring those documents in to prove my identity?**
Yes. Present the documents you have. Your DMV representative will carefully review your documents to determine acceptability and provide you with further assistance.
- **My birth certificate was obtained the year after I was born. Is it acceptable as proof of identification?**
State certified birth certificates are accepted as documentary proof of legal name, date of birth and legal presence.
- **I want to submit my State certified birth certificate for proof of legal name, date of birth and legal presence. The names of my social security card and my out-of-state Identification Card match. The name on my State certified birth certificate is different from the name on my Hawaii State Identification Card. Will this be sufficient?**
The name on your Hawaii State Identification Card must match the name on the document you present for proof of legal name, date of birth and legal presence. In this scenario, you will be required to present documentary proof of a legal name change from your birth name to the name on your Hawaii State Identification Card. You will also be required to provide proof of principal residence address.

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- **Immigration has acknowledged receipt of my application. I am still waiting for my immigration documents to be processed. How will my pending status affect my eligibility to obtain a Hawaii State Identification Card?**
Your DMV representative will review your documents and provide you with further assistance.
- **I was born in a foreign country and am adopted by my parents who are U.S. citizens. What documents do I need to prove legal name, date of birth and legal status in order to obtain a Hawaii State Identification Card?**
In addition to proof of your social security number, you will need to provide your adoption documents and your parents' proof of citizenship.
- **I am a foreign born applicant holding a valid Hawaii State Identification Card. I also own a business in the U.S. (mainland). Can I renew my Hawaii State Identification Card by mail?**
No. You must renew in person and present documentary proof of legal name, date of birth, legal presence and proof of principal residence address.

OBTAINING A HAWAII STATE IDENTIFICATION CARD UNDER HAWAII'S DOCUMENTARY PROOF REQUIREMENTS

Beginning January 2, 2013, each individual applying for an initial Hawaii State Identification Card will be required to provide documentary proof of:

- Legal name and date of birth
- Legal Presence
- Social Security Number
- Proof of Principal Residence (Two documents required)

Documentary proof documents include U.S. birth certificates and U.S. passports. Foreign born applicants may provide other documents, such as a Certificate of Citizenship or Naturalization, Resident Alien Card, or a valid foreign passport with a Visa and I-94.

Documents presented for proof of name, date of birth, legal presence and social security number must be valid originals or certified copies. Photo copies or fax copies of proof documents are not acceptable.

Applicants for initial and renewal of their Hawaii State Identification Card are required to provide original or certified documents to prove each of the four categories (1) Legal Name; (2) Date of Birth; (3) Legal Presence; and (4) Social Security Number. Photocopies or faxes will not be accepted. For a complete listing of acceptable documents for proof of legal name, date of birth, legal presence and social security number, refer to the **List of Acceptable Documents for a Hawaii State Identification Card.**

Applicants for initial and renewal of their Hawaii State Identification Card are required to provide two forms of documentation of their Principal Residence Address. The documents presented must list address and the applicant or spouse as the addressee. If the applicant is not the addressee, a statement must be made by the addressee that the applicant's principal address is the same as the addressee. For a complete listing of acceptable documents for proof of

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principal residence address, refer to **List of Acceptable Documents for Proof of Principal Residence Address.**

If your current name is different from the name shown on any document (examples: due to marriage, divorce, adoption, name change, naturalization certificate), you are required to provide “*connecting documents*” to establish the link between the names. Refer to the **List of Acceptable Connecting Documents to Prove Legal Name Change.**

- Validity of a Hawaii State Identification Card for individuals temporarily authorized to be in the U.S.**
 The Hawaii State Identification Card of individuals temporarily authorized to be in the U.S. will be valid for their verified length of legal stay up to the maximum period pursuant to state law. If the expiration date shown on the document used to prove legal presence cannot be verified electronically or through other approved means, the Hawaii State Identification Card will expire one year from the date of entry into the U.S.
- Renewal by Mail for individuals temporarily authorized to reside in the U.S.**
 Individuals temporarily authorized to be in the U.S. are required to renew in person.

**LIST OF ACCEPTABLE DOCUMENTS
FOR A HAWAII STATE IDENTIFICATION CARD**

Acceptable Documents	Legal Name	Date of Birth	Legal Presence	Social Security Number
U.S. State, Local Government –issued Certificate of Birth or Birth ID Card <i>(In accordance with Puerto Rico Law No. 191, Hawaii does not accept any Puerto Rican birth certificate certified before July 1, 2010.)</i>	X	X	X	
Valid U.S. Passport or Passport Card	X	X	X	
U.S. State, Local Government –issued Consular Report of Birth Abroad	X	X	X	
Valid State of Hawaii ID Card w/photo issued after January 1, 2013	X	X		
Certificate of Citizenship (N560)	X	X	X	
Certificate of Naturalization (N550)	X	X	X	
Valid U.S. Jurisdiction-issued DL/ID/Photo Learner’s Permit (Permit must include signature, the card holder’s name must match other submitted document(s) that are presented)	X	X		X (a)
Marriage Certificate (Government Issued)	X			

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Court Order for Name Change/Adoption/Divorce - no other (Legal Name/DOB/Court Seal required to accept the order)	X			
Civil Union Certificate (Government Issued)	X			
Social Security Card (No Copies)				X
Wage and Tax Statement Form W-2 or 1099R, provided the Social Security Number is printed on the document, original or certified copy. Printed electronically transmitted copy is okay.				X (b)
Medicare ID Card (Suffix A, M, T, and TA only – indicates Social Security Number for the person named on the card)				X (b)
SSA-1099 form, from a previous year				X (b)
Non SSA-1099 form, from a previous year				X (b)
Non-U.S. Citizen - Valid DHS/USCIS I-551 Permanent Resident Card issued since 1997	X	X	X	
Non-U.S. Citizen - Valid DHS/USCIS I-688 Temporary Resident Card	X	X	X	
Non-U.S. Citizen - Valid DHS/USCIS I-688B, I-766 Employment Authorization Card	X	X	X	
Non-U.S. Citizen - Valid Foreign Passport with Appropriate Immigration Documents. If applicable, valid unexpired U.S. visa affixed accompanied by an approved I-94 form, if the I-94 form is not automated.	X	X	X (c)	
Non-U.S. Citizen - U.S. Dept. of Receptions and Placement Program Assurance Form (Refugee)			X	
Non-U.S. Citizen - DHS/USCIS I-797 Notice of Action			X	
Military - Valid U.S. Active Duty/Retiree/Reservist Military ID Card, (<i>Card must contain photo, name, and DOB</i>) or DD-214 (DD-214 must be original or certified copy)	X	X (a)		X (a)
Military - Valid U.S. Uniform Services ID and Privileges Card (DD1173 Card must contain photo, names, and DOB)	X	X (a)		X (a)
Military Active Duty and Reservists, Civilian Workers, Contract Workers - Valid DOD Common Access Card (CAC) (Card must contain photo, names, and DOB)	X	X (a)		
Federal - Valid DHS/TSA Transportation Worker Identification Credential (TWIC)	X		X	

Note: Additional documents may be required if there is a difference in name on the documents submitted. Documents presented for proof must be valid originals or certified copies. Photo copies or faxes are not acceptable as proof.

- (a)** A valid U.S. Jurisdiction issued DL/ID/Photo Learner’s Permit, CAC or DOD ID DD-2 can be used as evidence of legal names, date of birth and social security number only if the information is presented on the document being submitted.
- (b)** If name and complete Social Security Number are not printed on the document it cannot be used.
- (c)** The appropriate immigration document(s) determine legal presence. Not the passport itself.

**LIST OF ACCEPTABLE CONNECTING DOCUMENTS
TO PROVE LEGAL NAME CHANGES**

Acceptable Connecting Documents to Prove Legal Name Changes
Court Order for Name Change/ Adoption / Divorce – no others (Legal Name / DOB / Court Seal required to accept the order)
Marriage Certificate (Government Issued)
Certified decree of name change from the State of Hawaii Lieutenant Governor’s Office
Naturalization Certificate

**LIST OF ACCEPTABLE DOCUMENTS
FOR PROOF OF PRINCIPAL RESIDENCE ADDRESS
(TWO DOCUMENTS REQUIRED)**

Acceptable Documents for Proof of Principal Residence Address (Two Documents Required)
Valid Driver’s License
Vehicle registration or title issued at least 30 days before the application date
Voter notification postcard (yellow card) or other mail addressed to the applicant from a government or medical entity
Utility bill with the applicant’s name and address
Checking or savings account statement not more than two months old
Payroll check or payroll check stub with applicant’s name and address issued by an employer within two months of the application date
Mortgage account or proof of home ownership

Current property tax assessment form
Receipt for personal property taxes paid
Residential rental or time-share agreement for six months or more
A W-2 or 1099 form from the previous year
Student Identification card or document
Medical card issued by a health insurance agency
Letter from the Hawaii State Department of Human Services indicating the person is receiving welfare assistance and that person's address
Department of taxation form A-6, application for tax clearance
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
If the applicant is in a shelter because of abuse, the applicant may display the address of a relative or friend or post office box number on the card, but must provide the applicant's principal address for file purposes
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
In areas where 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
Spouse or parent affidavit, provided the spouse or parent's address can be verified
Other documents the examiner of drivers accepts of proof of Hawaii principal address

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