Louisiana Department of Public Safety

Office of Motor Vehicles

6.00 Identification Requirements

Section: 1. Credential Issuance

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Authority:
R.S. 32:409.1
R.S. 40:1321(D)(1)
R.S 32:410
R.S. 32:431.1
Administrative
To view Louisiana Statutes: http://www.legis.state.la.us/

General:

- All applicants for drivers' licenses or identification cards are required to present proof of identification.

Requirements:

- **First Time Applicant Requirements-** Provide proof of residence and **one** of the following combinations:
  - One primary and two secondary documents
  - Two primary documents
  - If applicant has Louisiana identification card/driver's license with a photo which clearly identifies the applicant and the Social Security number is part of the file, only one additional identification document is required.
- **Out-of-State Transfer Requirements** - Provide **all** of the following:
  - Out-of-state driver's license
    - Your most recently issued license from a previous state (must be surrendered)
      - You will need to provide a driving record, containing name, date of birth, and driver's license number, if you are unable to provide your driver's license from the last state of issuance **and** you are from the following states:
        - California, Connecticut, Illinois, or West Virginia
  - One primary document
  - One secondary document
  - Proof of residence
  - **Exception** – If a Louisiana license or identification card was previously issued that can be reviewed through the Office of Motor Vehicles (OMV) photo database and the applicant can be clearly be identified, only one additional identification document is required.

- **Duplicate Requirements** - When an applicant eighteen or older applies for a duplicate Louisiana driver's license or identification card, all photo images must be reviewed and one additional identification document is required prior to issuance. If the Office of Motor Vehicles database in unavailable for verification purposes, the applicant will be required to provide **one** of the following combinations of identification:
    - One primary and one secondary document
    - Three secondary documents
- **For Additional Requirements for All Applicants Seventeen (17) and Under** see Section 1 Policy 8.00 Authorization/Licensing of a Minor's Application for a Driver's License/Identification Card
- **Acceptable Primary & Secondary Identification Documents**
    - All documentation submitted must be original or certified copy from issuer
    - Photocopies of documents will **not** be accepted.
    - The names on the primary and secondary documents must match, with the exception of a marriage certificate.
- **Primary Documents**
    - **Birth Certificate**
        - Original birth certificate issued by a U.S. state or U.S. territory
            - Certified copy of birth certificate (long form) and birth card (short form) does not require a seal.
        - Birth registration card or certificate issued by a state or county bureau of vital statistics
        - Certificate of Birth Abroad issued by the U.S. Department of State
        - Certificate of Naturalization
        - Certificate of Citizenship
        - Native American tribal document
        - **The following U.S. territories may show a birth certificate:**
            - American Samoa
            - Guam
            - Mariana Islands
            - Puerto Rico – with an issue date of July 1, 2010 or after
            - U.S. Virgin Islands
    - **Passport**
        - US Passport book or Passport Card
            - Applicants seventeen (17) and under must also present a certified birth certificate or documentation proving custody/legal guardianship
    - **Foreign Passport**
        - Must be appropriately stamped and accompanied by proper immigration documents. See Section 1, Policy 6.02, Immigrant and Non-Immigrant Issuance.
    - **Immigrants/Non-immigrants**
        - Permanent Resident Card (I-551)
        - Department of Homeland Security Refugee travel document (I-571)
        - Department of Homeland Security Permit to reenter the United States (I-327)
    - **Military**
        - Current US ID card
        - Dependent ID card
        - Draft record
        - DD-214

        - Selective Service Notification
        - US Coast Guard Merchant Mariner Card
- **Secondary Documents**
    - **Out-of-State or Out-of-Country Driver's License (DL) / Identification Card (ID)**
        - DL or ID card issued by a state motor vehicle department with a photo that clearly identifies the individual
        - An official driving record from the last state of issuance
        - A foreign driver's license accompanied by proper immigration documents and translation, if not in English.
    - **Social Security Number Verification**
        - Social Security card
        - Official verification of the social security number from the Social Security Administration
        - **Note** – Social Security numbers given verbally will not satisfy the requirement of a secondary identification requirement.
    - **Identification Card (with photo that clearly identifies the individual)**
        - Louisiana college or university
        - Louisiana middle or high school
        - Law enforcement officer's identification card
        - Employment identification card (major corporations, hospitals, governmental agencies)
        - Identification cards issued by federal, state, local governmental agencies
        - Louisiana Department of Public Safety & Corrections prison or parish identification card
        - Transportation Worker Identification Credential (TWIC)
        - Employment Authorization Document I-766 issued by the Department of Health and Hospitals
        - Federal Prison Release Identification Card
    - **Educational Diploma / Certificate / License**
        - High school, college, or university
        - High school year book with photo that clearly identifies the individual
        - School records or at least two (2) report cards from separate years
        - Original or certified professional degree or license
        - ACT test scores
    - **Medical**
        - Medicare or Medicaid Card
        - CDL Medical Form or Card
        - Health Insurance Card
    - **Miscellaneous Documents**
        - Original adoption papers
        - Baptismal certificate
        - Original or certified copy of a marriage license or certificate of marriage issued and recorded by a county, parish or city in the US
        - Original or certified copy of a divorce from a county, parish, or city in the US
        - Official deed or title to property in Louisiana, including burial plots
        - Vehicle registration or certificate of title of vehicle in applicant's name
        - Motor vehicle lien instrument
        - Local utility statements showing name and address of the applicant or a receipt indicating utilities have been turned on (i.e., phone, cable, electric, water, sewer)

- Insurance policy (health, home, life, auto)
- One-payroll stub (printed)
- W-2 forms for two (2) years
- Prison release documents or letter from probation officer
- Letter of verification/introduction from another state agency responsible for placement of deprived/impaired individuals (i.e., Blind Services)
- CDL driver's log book
- Original Refugee Resettlement Program Letter - This document will include the agency director's signature with a raised seal and is valid for fifteen (15) days from issuance.
- Louisiana Voter Registration Card

Related Policies

Section 1, Policy 1.00, Classes of Licenses and Age Requirements
Section 1, Policy 1.04, Commercial Driver's License Self-certification and Medicals
Section 1, Policy 3.04, Residency Requirements for Issuance of a Driver's License or Identification Card
Section 1, Policy 4.00, Renewals, Class and Restriction Changes between Renewals
Section 1, Policy 14.07, Mobility Impaired Hang Tags/Placards
Section 1, Policy 6.02, Immigrant and Non-Immigrant Issuance
Section 1, Policy 18.00, Out of State Transfers
Section 1, Policy 20.00, Duplicate License/Identification Card
Section 1, Policy 22.00, Name Changes and Usage
Section 1, Policy 41.00, Social Security Verification