

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-1007

How to get a Tennessee State Photo ID for a Youth in Foster Care
(For DCS staff only)

What do I take to the DMV?

1) State of Tennessee Photo Identification Justification Affidavit (completed by the DCS case worker or representative).

The affidavit for DCS employees does not require a social security number but does require the employees' job title and identification number. The purpose of the DCS affidavit is to allow a minor to make application for the identification license without requiring the DCS case worker or representative to assume financial liability for the minor.

2) Proof of US citizenship and/or legal presence (one of the following):

- U.S. Birth Certificate
- U.S. Passport
- I-551/Permanent Resident Card

3) Proof of a social security number (if one has been issued)

4) Proof of Tennessee Residency

- The affidavit will serve as the only proof of residency that is required

5) These IDs will be issued free of charge

6) A youth in DCS custody may be accompanied at the Drivers Services Center by a DCS case worker, provider case worker, or foster parent.

7) If the Affidavit is being used for the purpose of a license to operate a motor vehicle as a minor, the following Department of Safety and Homeland Security forms must also be completed; Minor/Teenage Affidavit and Cancellation Form

<https://www.tn.gov/content/dam/tn/safety/documents/minor.pdf> and the Certification of Compulsory School Attendance Form

https://www.tn.gov/content/dam/tn/safety/documents/School_Attendance_Form.pdf

Documents 1-3 above must be original or certified. No Faxes or Photocopies.

If you encounter any problems at the Driver's License station,
please ask to speak to a supervisor.