

## CHAPTER 1 General Licensing Information

### 2) **Proof of U.S. Citizenship (only originals or certified copies accepted)**

- ◆ Original or certified copy of birth certificate issued by a United States jurisdiction
- ◆ Valid (unexpired) United States passport or passport card
- ◆ Original or certified copy of certificate of citizenship (Form N560)
- ◆ Original or certified copy of certificate of naturalization (Form N550)

**OR**

### 2) **Proof of Lawful Presence in the United States from the U.S. Citizenship and Immigration Services (USCIS) for Non-Citizens (only originals)**

- ◆ Unexpired non US passport with appropriate immigration documents; valid passport containing visa and valid I-94, I-551 stamp, or I-94 and applicable supporting documents
- ◆ Resident Alien Card (Form I-551 or Form I-668)
- ◆ Employment Authorization Card (Form I-766 or Form I-668A)
- ◆ Refugee Travel Document (Form I-571)
- ◆ LPR Reentry Permit (Form I-327)

NOTE: License/Permit/ID term will be determined based on the authorized period of stay indicated on the documentation provided, up to three years. If no date is indicated on the documentation, the license, permit or ID will be issued for a period of one year.

Effective January 1, 2008, Georgia law requires that all immigration documents presented by non US citizens be verified with USCIS with a program known as SAVE (Systematic Alien Verification for Entitlement.) In most cases, the verification is completed while the license/permit/ID is being issued. In some cases, verification may take several days or longer. The license/permit/ID cannot be issued until DDS successfully confirms lawful presence in the United States with USCIS. Customers whose lawful presence is not confirmed on the first attempt will be given an instruction form with dates to return to DDS or contact USCIS.

### 3) **Proof of Georgia Residency\* - must contain physical address. P. O. Box will not be accepted as proof of residency. (original documents required unless otherwise noted)**

- ◆ Utility bill issued within the last 60 days with valid Georgia residence address;
- ◆ Bank statement issued within the last 60 days with valid Georgia residence address (a bank statement printed online is acceptable as long as it indicates the residence address of the applicant);
- ◆ Current valid rental contracts and/or receipts for payments made within the last 60 days for rent payments with valid Georgia residence address;
- ◆ Employer verification of physical address of residence, including, but not limited to, one of the following:
  - ... Paycheck or paycheck stub;
  - ... Letter from employer on company letterhead; or
  - ... W-2 for current or preceding calendar year;
- ◆ Non-expired Georgia driver's license, permit or ID card issued to

parent, guardian or spouse when the parent, guardian or spouse is present for verification;

- ◆ Health insurance statement;
- ◆ State of Georgia or Federal income tax return for current or preceding calendar year;
- ◆ Annual Social Security statement for current or preceding calendar year;
- ◆ Medicare or Medicaid statement;
- ◆ School record or transcript for current or preceding calendar year;
- ◆ Homeowners insurance policy or bill for current or preceding calendar year;
- ◆ Mortgage payment coupon, deed, or property tax bill for current or preceding calendar year;
- ◆ DOC/Pardons and Paroles Residence Verification form (DDS-752).

\*Mail forwarded by the U.S. Postal Service cannot be accepted as proof of Georgia residency.

### **Refugee Status**

Customers for initial issuance of a Georgia driver's license, permit or ID card who have been designated as refugees by the USCIS may satisfy the requirements for proof of identity, lawful presence in the United States, and residency by providing the following:

#### **If the customer is a refugee initially placed in the State of Georgia upon arrival in the United States**

- ◆ Original I-94 indicating refugee status;
- ◆ Reception and placement form identifying the agency responsible for settling the applicant in the State of Georgia; and,
- ◆ Refugee Affidavit form bearing the notarized signature of the representative of the placement agency identified in the reception and placement form, and containing the customer's residence address. The DDS will notarize the forms at the Customer Service Center at which the applicant applies for the initial issuance if the placement agency does not have a notary on staff.

#### **If the customer is a refugee age eighteen (18) or over who was initially placed in a state other than Georgia upon arrival in the United States, but who has since moved to the State of Georgia**

- ◆ Original I-94 or I-571 indicating refugee status;
- ◆ Driver's license, permit or ID card issued by the previous state of residence; and
- ◆ Proof of residency (see page 16)

#### **If the customer is a refugee under age eighteen (18) who was initially placed in a state other than Georgia upon arrival in the United States, but who has since moved to the State of Georgia**

- Original I-94 or I-571 indicating refugee status; and
- Proof of residency (see page 16)

### **Asylee Status**

Customers for initial issuance of a Georgia driver's license, permit or ID card who have been designated as asylees by the USCIS may satisfy the requirements for proof of identity and lawful presence in the United States by providing a valid I-94 indicating asylee status. Proof of residency in Georgia must be provided as well (see page 16 for list of approved documents).