

CHAPTER 2 IDENTIFICATION & DOCUMENT RESOURCES

“All you need is the plan, the road map, and the courage to press on to your destination.” ~ Earl Nightingale

Proper identification is an important component of any incarcerated individuals community reintegration plan. Identification is required to open a bank account, take a driver’s test or apply for a job. For information about how to obtain proper government-issued identification upon release, contact any of the following agencies.

DRIVER’S LICENSE & IDENTIFICATION CARD

To apply for a current driver’s license in your state of legal residence, an identification card, or an instruction permit, you may present a copy of an expired driver’s license, instruction permit, or state identification card.

If you do not have an expired driver’s license, instruction permit, or identification card, you may usually present one primary and one secondary document from your states approved document list. Pursuant to the REAL ID Act, the primary document must contain your full legal name (first, middle, and last) and the month, day and year of birth regardless of the state applying to. Each state has its own rules and regulations which can be learned by contacting them directly.

State Contact:

Please refer to [Appendix 2-A: State Driver License & Identification Card Offices](#).

SOCIAL SECURITY CARD

Social security is part of almost everyone’s life, no matter what your age or social standing. If you have never applied for a Social Security Card and are over the age of 12, you are required to apply in-person and provide at least two documents to prove age, identity, and U.S. citizenship or current lawful work-authorized immigration status. To apply for a replacement card, you are required to provide one document to prove your identity.

When completed, applicants are required to take (or mail) their applications and necessary documents to a local Social Security office. If you live or receive mail in Bronx, NY; Brooklyn, NY; Queens, NY; Orlando, FL; (Orange, Osceola and Seminole Counties); Sacramento County, CA; Phoenix, AZ (Maricopa County and Apache Junction Area); Las Vegas, NV; Philadelphia, PA; or Great Twin Cities Metropolitan Area, MN, you must apply in-person or by mail to a Social Security Card Center.

If you have additional questions or concerns regarding applying for a Social Security Card or the evidence documents required, please visit <http://www.socialsecurity.gov> or call the Social Security Administration directly at 800.772.1213 for assistance.

National Contact:

U.S. Social Security Administration
Office of Public Inquiry
6401 Security Boulevard
Baltimore, MD 21235
P: 800.772.1213

Additional Resources:

U.S. Social Security Administration, *Application for a Social Security Card – Form SS-5*
<http://www.socialsecurity.gov/online/ss-5.pdf>

U.S. Social Security Administration, *Consent for Release of Information – Form SSA-3288*
<http://www.socialsecurity.gov/online/ssa-3288.pdf>

U.S. Social Security Administration, *Your Social Security Number and Card*
<http://ssa.gov/pubs/EN-05-10002.pdf>



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U.S. PASSPORT

Passports are issued by the U.S. Department of State to citizens and nationals of the United States to provide documentation for foreign travel.

For U.S. citizens traveling on business or as tourists, especially in Europe, a U.S. passport is often sufficient to gain admittance for a limited stay. For many countries, however, a visa must also be obtained before entering. It is the responsibility of the traveler to check in advance and obtain any required visas from the appropriate embassies or nearest consulates. Each country has its own specific guidelines concerning length of stay and purpose of visit, etc. Some may require visitors to display proof that they have 1) sufficient funds to stay for the intended time period, 2) onward/return tickets, and/or, 3) at least 6 months remaining validity on their U.S. passport.

New restrictions imposed by the U.S. Department of State require that all U.S. citizens returning to the United States or its territories after air, land, or sea travel anywhere outside the country – including, for the first time, Mexico, Canada, and the Caribbean – be required to have a valid passport to reenter the country.

For up-to-date passport and international travel information visit, <http://www.travel.state.gov/passport> or contact the National Passport Information Center at 877.487.2778 to speak with a trained specialist.

National Contact:

U.S. Department of State
Washington, DC 20520
P: 877.487.2778

Additional Resources:

U.S. Department of State, *U.S. Passport Application – Form DS-11*
<http://www.state.gov/documents/organization/212239.pdf>

Administration for Children and Families, *Office of Child Support Enforcement, Passport Denial*
[http://www.acf.hhs.gov/programs/css/resource-library/search?topic\[5319\]=5319](http://www.acf.hhs.gov/programs/css/resource-library/search?topic[5319]=5319)

VITAL RECORDS: BIRTH, DEATH, MARRIAGE & DIVORCE

Vital records are state-issued certificates of birth, death, marriage and divorce maintained within a central location. Each record provides proof of a particular life event and is usually considered valid for obtaining most major forms of identification at both the state and federal level. For example, a birth certificate provides proof of when and where you were born. An original or certified copy of a birth certificate can be useful when providing identity in certain situations, such as applying for a driver's license, social security card, health benefits, passport, or general assistance programs.

You may request an application form, fee schedule, and specific eligibility requirements from the Office of Vital Records and Statistics for the state where the event occurred.

State Contact:

Please refer to [Appendix 2-B: State Vital Record Offices](#).

Additional Resources:

National Center for Health Statistics, *Where to Write for Vital Records*
<http://www.cdc.gov/nchs/w2w/w2w.pdf>