

## Required Document Matrix

For individuals who cannot demonstrate lawful presence in the U.S. or  
 for individuals who can demonstrate temporary lawful presence in the U.S.

**Non-lawfully present individuals** must prove their full legal name, identity, date of birth, residency and document their Individual Taxpayer Identification Number (ITIN) issued by the Internal Revenue Service.

**Temporary lawfully present individuals** must prove their full legal name, identity, date of birth, residency and temporary lawful presence.

The chart below shows the documents that may be used to prove each of the elements needed to apply for a driver license, identification card, or instruction permit. In some cases, a single document may prove all elements; however, it may be necessary for some applicants to provide multiple documents. All documents presented must be an original certified by the issuing agency, an amended original document certified by the issuing agency, or a true copy certified by the issuing agency, excluding miniature, wallet sized, or photocopied documents.

All temporary lawful present applicants who do not hold a valid Colorado driver license, identification card, or instruction permit, or those whose current address does not match the address on their valid Colorado driver license, identification card, or instruction permit must also document their current residential address which includes a street address except as provided in 1 CCR 204-30, Rule 1. A parent's current address indicated on the parent's valid driver license, instruction permit, or identification card is acceptable for a minor child under 21 years old. See reverse for a list of acceptable address documents.

If you cannot prove each of the required elements with the documents listed in the chart below, you may request to go through Exceptions Processing at the time of your application in an effort to prove the required elements with additional/alternative documents.

### Individuals Who Cannot Demonstrate Lawful Presence in the U.S.

Document	Identity	Date of Birth	Name <sup>1,3</sup>	ITIN
Foreign passport from applicant's country of origin <sup>2,7,9</sup>	X	X	X	
Consular identification card w/photo <sup>2,7,10</sup>	X	X	X	
Military identification document w/photo <sup>2,7,11</sup>	X	X	X	
Official letter or card from the U.S. Internal Revenue Service documenting Individual Taxpayer Identification Number (ITIN) <sup>7,12</sup>				X

**See reverse side for footnotes disclaimer and additional document list for address requirement.**

### Individuals Who Can Demonstrate Temporary Lawful Presence in the U.S.

Stand Alone Documents	Identity	Date of Birth	Name	Temporary Lawful Presence
Foreign passport (unexpired) w/photo, U.S. Visa (unexpired), and I-94 (unexpired) verified by SAVE	X <sup>13</sup>	X <sup>14</sup>	X <sup>13</sup>	X <sup>6</sup>
Valid EAD/Temporary Resident verified by SAVE	X <sup>15</sup>	X <sup>14</sup>	X <sup>15</sup>	X <sup>6</sup>
Refugee/Asylee I-94 w/photo verified by SAVE(temporary)	X	X	X	X <sup>6</sup>
<b>OR</b>				
You must provide any combination of documents that prove identity, date of birth, name, and temporary lawful presence				
Alternative Documents For Individuals Who Can Demonstrate Temporary Lawful Presence	Identity	Date of Birth	Name	Temporary Lawful Presence
CO Driver License or Permit (expired less than 10 yrs) <sup>16</sup>	X	X	X	
CO ID card (expired less than 10 yrs) <sup>16</sup>	X	X	X	
Out of state DL/ID (expired less than 10 yrs) <sup>16</sup>	X	X	X <sup>3</sup>	
Military ID/Common Access Card w/photo (expired less than 10 yrs) <sup>17</sup>	X	X	X <sup>3</sup>	
VA card w/photo (not older than 20 yrs) <sup>18</sup>	X	X <sup>8</sup>	X	
Parent or legal guardian affidavit of identity (if under 21 years old) <sup>19</sup>	X <sup>4</sup>			
An identity card issued by the Federal Bureau of Prisons or any state Department of Corrections	X <sup>5</sup>	X <sup>5</sup>	X <sup>5</sup>	

**See reverse side for footnotes disclaimer and additional document list for address requirement.**

<sup>1</sup>The applicant's full legal name is the name on the applicant's document unless it has been changed by court order, marriage, divorce, or adoption. A marriage certificate, divorce decree, separation decree, or name change order issued by a government may be used to document a name change if it is in English or translated into English.

<sup>2</sup>The document must contain the applicant's full legal name, date of birth, date of issuance, country of issuance, and photograph. Documents with an expiration date will be accepted for 10 years after the expiration date. Documents without an expiration date will be accepted for 10 years from their issuance date.

<sup>3</sup>Applicants who present out of state driver licenses/ID cards, Military IDs or Common Access Cards, etc., that do not bear the applicant's full legal name will be required to present an additional document (other than a Colorado Department of Corrections/Federal Bureau of Prisons ID) that document the applicant's full legal name.

<sup>4</sup>A parent or legal guardian who signs an affidavit of identity for a minor under 21 years old must also present an identity document from the list on the front of this form and prove they are the parent or legal guardian of the minor. Proof of lawful presence is not required for the signing parent or legal guardian.

<sup>5</sup>An identity document issued by the Colorado Department of Corrections or the Federal Bureau of Prisons is acceptable provided the first and last name and date of birth match the first and last name and date of birth on the document presented as proof of lawful presence.

<sup>6</sup>Proof of lawful presence has been established when an applicant provides documentary evidence (verified by SAVE), that demonstrates that the applicant:

1. Is an alien lawfully admitted for temporary residence
2. Is a conditional permanent resident
3. Has an approved asylum application or entered the United States in refugee status
4. Has a valid, unexpired non-immigrant visa or non-immigrant

- visa status for entry into the United States
5. Has a pending asylum application in the United States
6. Has a pending or approved application for Temporary Protected Status (TPS) in the United States
7. Has approved deferred action status
8. Has a pending application for adjustment of status to Permanent Resident or Conditional Permanent Resident

Applicants with a B1, B2, WT, WB, CP or NC status are not eligible for a Colorado driver license or ID card (as defined by U.S. Citizenship and Immigration Services).

<sup>7</sup>Applicants who cannot demonstrate lawful presence must demonstrate residency in one of the following two (2) ways:

1. Sign an affidavit stating applicant is currently a resident of Colorado, provide proof of tax return filing for the immediately preceding year, and present evidence of residence in Colorado;

**OR**

2. Sign an affidavit stating applicant has continuously resided in Colorado for the immediately preceding 24 months and present evidence of current residence in Colorado for the immediately preceding 24 months.

To establish residency for the preceding 24 months, applicants will need to show separate documents to establish residency for each of the following three periods: 0-12 months, 12-24 months and 24-30 months.

<sup>8</sup>If there is a date of birth on this document then it may be used.

<sup>9</sup> 1 CCR 204-30 Rule 1 2.2.5.1

<sup>10</sup> 1 CCR 204-30 Rule 1 2.2.5.2

<sup>11</sup> 1 CCR 204-30 Rule 1 2.2.5.3

<sup>12</sup> 1 CCR 204-30 Rule 1 2.2.3

<sup>13</sup> 6 CFR 37.11 (c)(1)(vi)

<sup>14</sup> 6 CFR 37.11 (d)

<sup>15</sup> 6 CFR 37.11 (c)(1)(v)

<sup>16</sup> 1 CCR 204-30 Rule 16 2.8.1.1

<sup>17</sup> 1 CCR 204-30 Rule 16 2.8.1.2

<sup>18</sup> 1 CCR 204-30 Rule 16 2.8.1.4

<sup>19</sup> 1 CCR 204-30 Rule 16 2.6.1.10

<sup>20</sup> 1 CCR 204-30 Rule 16 2.8.1.5

Applicants who do not hold a valid Colorado driver license, identification card, or instruction permit or those whose current address does not match the address on their valid Colorado driver license, identification card, or instruction permit are required to provide a paper or electronic copy of one document showing their name and principle Colorado residential address. Documents that meet this requirement include (but are not limited to):

- Colorado driver license, instruction permit, or ID card that demonstrates current residential address
- Utility bill
- Credit card statement
- Pay stub or earnings statement
- Transcript or report card from an accredited school
- Bank statement
- Mortgage document
- Tax document
- Homeowner's/renter's insurance policy
- Vehicle registration/title
- Auto insurance
- Rent receipt
- Phone bill
- 1<sup>st</sup> Class Mail Postmarked

**This document is created solely to assist applicants in understanding the identification rules for obtaining a Colorado Road and Community Safety Act (CO-RCSA) driver license, instruction permit, or identification card. This document does not supersede, alter or amend the rules promulgated by the Department of Revenue; those rules contain the complete requirements and are available on the Department's web site at**