



- All documents presented must be unaltered originals, amended originals, and/or documents certified by issuing agency (Documents containing a notary seal are not acceptable)
- Birth certificate submissions must be certified and contain your name, date of birth, state/county/city of birth and file number, and parents' names
- All applications must include a combination of certified and original documents
- All documents presented must be in English or translated into English.
(1 CCR 204-30-6) <https://www.colorado.gov/pacific/sites/default/files/251ProcessforTranslation.pdf>
- The Department also reserves the right to request a combination of historical records from beyond 36 months
- If you submit any source documents that reflect a name differing from your full legal name (for example, through marriage, adoption, court order or other mechanism), you must present certified legal documentary evidence for ALL name changes.

For hours, locations, and information, visit our website at: www.colorado.gov/dmv/exceptions-processing

EP Applications are processed in approximately 1-2 weeks from the date of submission. Applicants will NOT receive a temporary document.

Step 1: Lawful Presence

Lawful Presence must be established through one of the following elements:

- If you are a U.S. citizen, you must provide a certified birth certificate or records, such as a U.S. court order of adoption with birth information, expired U.S. Passport, Certificate of Naturalization, Certificate of Citizenship, Consular Report and/or other verifiable records.
- If you are not lawfully present in the U.S., and you have met all requirements under SB13 251 (CRS 42-2-505) except photo identification, you may provide documents from the "Identity" list to support your identity.

Step 2: Proof of SSN

- Social Security Number card (not laminated)
- W-2 Form
- SSA-1099 Form
- Non-SSA-1099 Form
- Pay stub with your name and full SSN
- Alternate proof documents must display your SSN and will require completion of an Affidavit of Social Security Number (DR 2957) in accordance with [42-2-107 (3) (c)].

Step 3: Two Proofs of Residency

- Utility Bill
- Bank/Credit Card Statement
- Insurance Policy
- Vehicle Registration/Title
- First class mail with postmark
- Pay Stub
- School Record

Documents must contain name, address, and be dated within 1 year. Alternate residency documents may be approved.

For Internal Use Only

Office: _____

Employee: _____

CIN: _____

Date: _____

Step 4: Proof of Identity

Please provide documentation over the last 36 months showing consistent facts to determine your identity.

Must provide a total of at least 3 documents from different categories; at least 1 of which needs to be a "Certified Document"

Certified documents must contain an original stamp/seal and signature from the issuing agency

- Government:** Expired Colorado DL or ID, US Passport, other US State DL or ID, Weapons Permits, Vehicle Titles, Court Guardianship documents, Voter Registration Card, Hunting/Fishing License, Selective Service Cards, Vehicle Registrations, US Census Records, Human Services Records, certified marriage certificates and divorce decrees
- Medical Records:** Medical and hospital demographic records, immunization records, Hospital birth certificate/records, drug/alcohol completion certificate from licensed facilities, v Medicaid/Medicare cards or health insurance cards
- Family Records:** Children's Birth Records showing applicant as the birth parent, Sibling or Parent's Birth Records, Parent Death Records, Sibling, Child or Spouse's Death Records and/or Obituaries showing applicant as surviving relative
- Military Records:** DD214, GI Bill Benefit Letter, Expired Military ID, Dependent Military ID or VA Card with Photo and Legal Name, Enlistment, Separation or Service Records and Awards
- Employment Records:** Occupational records, Employee ID w/photo, Business Licenses, Tax Records from external source, W-2 or 1099 forms, Retirement/ Disability benefit records or IDs
- Police/Court Records:** Jail/Prison ID cards with photo and legal name, Intake property sheets, Police reports, Criminal Background Checks, any Certified Court/Police/Law Enforcement records, Booking Photos, Letter of Incarceration
- School Records:** Student ID Cards, Report Cards, Yearbooks, Student Loan Documents, Child Protection ID Cards, School Transcripts, Demographic Enrollment Records
- Tribal Records:** Certificate of Indian blood or Tribal ID or other Tribal records
- Religious:** Baptismal records, Priesthood certificates, and other records
- Other:** Any other secure and verifiable document as determined by the Department, which may serve to provide evidence of the applicant's identity and or date of birth