**Applying for a Colorado License, Permit or ID Card?**

- 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.
- 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.

**Exceptions Processing (EP)**

(1 CCR 204-30 RULE 16) [https://www.colorado.gov/pacific/sites/default/files/251ProcessforTranslation.pdf](https://www.colorado.gov/pacific/sites/default/files/251ProcessforTranslation.pdf)

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

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### 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.

### Step 4: Proof of Identity

- Medical Records: Medical and hospital demographic records, immunization records, Hospital birth certificate/records, drug/alcohol completion certificate from licensed facilities, 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

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For Internal Use Only

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

**DR 2469 (12/11/18)**