Required Documents

One proof of identity
One proof of legal presence
Two proofs of Virginia residency
  • Two from the primary list, or
  • One from the primary list and one from the secondary list
One proof of your social security number, if you’ve been issued one
Current driver’s license if you are applying to exchange one issued by another U.S. state, territory or jurisdiction for a Virginia driver’s license

Most commonly used documents

Proof of Social Security Number
  1. Social Security card (Individual Taxpayer Identification Numbers not accepted)
  2. U.S. Internal Revenue Service tax reporting W-2 form
  3. Payroll check stub issued by employer

Primary Proof of Virginia Residency
  1. Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
  2. U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
  3. Utility bill, not more than two months old, issued to the applicant (cell phone bills are not accepted)

Secondary Proof of Virginia Residency
  1. Postmarked mail displaying the applicant’s name and current address
  2. Official document or correspondence from a federal, state, or local government agency displaying the applicant’s name and current address
  3. Billing statement or other official document from a recognizable business displaying the applicant’s name and current address

U.S. Citizens

Proof of Identification and Legal Presence
  1. Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital; notifications of birth registration; and Puerto Rico birth certificates issued before July 1, 2010 are not accepted)
  2. Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
  3. U.S. Certificate of Citizenship or Certificate of Naturalization

Non-U.S. citizens

Proof of Identification and Legal Presence
  1. Unexpired foreign passport with an unexpired or expired U.S. visa and unexpired I-94 or entry stamp
  2. Unexpired Employment Authorization Document (I-766) AND USCIS form I-797 displaying applicant’s name (depending on the nature and purpose of the form, the I-797 may not be accepted)
  3. Unexpired Permanent Resident Card

Temporary documents and photocopies will not be accepted. All documents must be originals. All documents will be subject to verification with the issuing entity, which may delay the issuance of your credential. If you have official documentation, not listed below, that you believe meets DMV requirements, please present it to your local DMV office for review.

This list of acceptable documents may change without prior notice.
Your Name

Make sure that your name appears the same on all proof documents. If your middle name is not displayed, or only your middle initial appears on all of your documents, your documents may be accepted. Nicknames will not be accepted. If your name appears differently on your proof documents, you will be asked to present additional documentation.

Proof of Identity

Document(s) submitted as proof of identity must show your full legal name and date of birth.

Proof of Identification Documents

- Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital and notifications of birth registration are not accepted)
- Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
- Unexpired foreign passport with ONE of the following:
  - Unexpired or expired U.S. visa and unexpired or expired I-94 or entry stamp
  - Unexpired or expired I-94W or visa waiver stamp
  - Unexpired or expired U.S. immigrant visa
  - Unexpired or expired I-551 stamp
- Consular Report of Birth Abroad (FS-240)
- Certificate of Birth Abroad (FS-545)
- Certification of Report of Birth of a U.S. Citizen (DS-1350)
- U.S. Certificate of Naturalization (Form N-550 or Form N-570)
- U.S. Certificate of Citizenship (Form N-560 or Form N-561)
- Unexpired foreign passport with ONE of the following:
  - Unexpired or expired U.S. visa and unexpired I-94 or entry stamp. F1/F2 applicants must present an I-20; J1/J2 applicants must present a DS-2019
  - Unexpired I-94W
  - Unexpired U.S. immigrant visa presented within one year of entry
  - Unexpired or expired up to one year I-551 stamp
- Unexpired Permanent Resident card
- Unexpired temporary I-551 stamp on an I-94, with photograph of the bearer
- Consular Report of Birth Abroad (FS-240)
- Certificate of Report of Birth of a U.S. Citizen (DS-1350)
- Certificate of Birth Abroad (FS-545)
- Canal Zone Government Certificate of Live Birth (Panama Canal Zone) issued between February 26, 1904 and October 1, 1979 when presented with proof of the holder’s parent(s)’ U.S. citizenship at the time of the birth
- U.S. Citizen Identification card (I-179, I-197)
- Unexpired Re-entry Permit (I-327)
- Unexpired Refugee Travel Document (I-571)
- Form I-94 Record of Arrival and Departure stamped Refugee
- U.S. Department of Receptions and Placement Program Assurance Form (Refugee) and I-94 stamped Refugee
- Official letter from the U.S. Citizenship and Immigration Services (USCIS) indicating one of the following:
  - the applicant’s petition for adjustment of status to permanent residency has been reopened and restored to a pending status
  - the applicant’s original I-797 petition for an I-821 or I-129 has been received and a duplicate notice cannot be issued
  - the applicant has been granted deferred action status
- Asylees may present documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court such as a Form I-94 stamped Asylee indicating that asylum has been granted.
- Applicants for asylum may present an application for asylum along with documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court indicating receipt of the application.

Proof of Legal Presence Documents

All first time applicants must present proof of legal presence. Applicants whose Virginia credential has expired or been suspended, revoked or canceled will need to provide proof of legal presence prior to obtaining a new license or ID card. Documents presented as proof of legal presence must show your full legal name and date of birth. If the name on your legal presence document does not match the name you expect to use on your driver’s license or ID card, you may need to present evidence of your legal name change.

- Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital and notifications of birth registration are not accepted.)
- Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
- U.S. Certificate of Naturalization (Form N-550 or Form N-570)
- U.S. Certificate of Citizenship (Form N-560 or Form N-561)
- Unexpired foreign passport with ONE of the following:
  - Unexpired or expired U.S. visa and unexpired I-94 or entry stamp. F1/F2 applicants must present an I-20; J1/J2 applicants must present a DS-2019
  - Unexpired I-94W
  - Unexpired U.S. immigrant visa presented within one year of entry
  - Unexpired or expired up to one year I-551 stamp
- Unexpired Permanent Resident card
- Unexpired temporary I-551 stamp on an I-94, with photograph of the bearer
- Consular Report of Birth Abroad (FS-240)
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- Form I-94 Record of Arrival and Departure stamped Refugee
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- Official letter from the U.S. Citizenship and Immigration Services (USCIS) indicating one of the following:
  - the applicant’s petition for adjustment of status to permanent residency has been reopened and restored to a pending status
  - the applicant’s original I-797 petition for an I-821 or I-129 has been received and a duplicate notice cannot be issued
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- Applicants for asylum may present an application for asylum along with documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court indicating receipt of the application.

Proof of Virginia Residency

You must present at least one document from the primary list of residency documents. The second proof of residency may come from either the primary list or the secondary list. Original documents must show your name and the address of your
current Virginia residence as it appears on the application. Documents printed from an online account may be accepted. You must give a street address. A post office box or business address is not acceptable.

However, if you do not want your address of residence to appear on your driver’s license or ID card, you may request that an alternate mailing address be displayed. This address must also be in Virginia and must be an address where you currently receive mail delivered by the U.S. Postal Service. If you change your residence or alternate mailing address to one outside Virginia, your driver’s license or ID card will be canceled. Exceptions may be made for some individuals such as active duty military personnel and Virginia residents employed outside the U.S. (See the publication Re-establishing your Virginia Residency – DMV 143.)

Applicants under age 19 can have a parent or legal guardian certify their Virginia residency. The parent or legal guardian must appear in person with the applicant and show proof of identification and two proofs of Virginia residency from the residency list.

Primary Proof of Virginia Residency Documents

- Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
- U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
- Virginia voter registration card mailed to you by your local registrar
- Virginia driver’s license, commercial driver’s license, learner’s permit, or DMV-issued ID card displaying the applicants current Virginia address (unexpired or expired for no more than one year)
- Cancelled check not more than two months old displaying the applicant’s name and address(voided checks are not acceptable)
- Certified copy of school records/transcript or official report card issued within the last year by a school accredited by a U.S. state, jurisdiction or territory
- Virginia Department of Education Certificate of Enrollment form
- U.S. or Virginia income tax return form from the previous year along with evidence of acceptance of the return by the appropriate tax agency
- Utility bill, not more than two months old, issued to applicant. Examples include gas, electric, sewer, water, cable or phone bill. (cellular phone bills are not accepted)
- Monthly bank or credit card statement not more than two months old
- Payroll check stub issued by an employer within the last two months
- U.S. Internal Revenue Service tax reporting W-2 form or 1099 form not more than 18 months old
- Receipt for personal property taxes or real estate taxes paid within the last year to the Commonwealth of Virginia or a Virginia locality
- Current homeowners insurance policy or bill
- Annual social security statement for the current or preceding calendar year
- Current automobile or life insurance bill (cards or policies are not accepted)
- Medical or dental bill issued within the last two months

Active duty military member assigned to a unit based in Virginia may present one of the following:

- Letter from commanding officer on official letterhead, with an original signature, stating that the applicant resides onboard a ship docked in Virginia or in a barracks located in Virginia
- Orders from the U.S. military assigning the applicant to a military unit with a Virginia address
- Leave and Earnings Statement (LES) displaying Virginia as applicant’s home of record

Secondary Proof of Virginia Residency Documents

- Postmarked mail displaying the applicant’s name and current address
- Official correspondence from a federal, state, or local government agency displaying the applicant’s name and current address
- Billing statement or other official document from a recognizable business or government agency displaying the applicant’s name and current address

Proof of Social Security Number

Virginia law requires DMV to collect your social security number (SSN); however, your SSN will not be displayed on your Virginia credential. DMV will assign a customer number which will display on your credential.

Your proof of SSN document must display your name, and all nine digits of your SSN. DMV will verify all social security numbers with the Social Security Administration (SSA). If the information (name, date of birth, and SSN) you present does not match the information on file at the SSA, DMV cannot issue you a driver’s license, learner’s permit, CDL, CDL instruction permit, or identification card.

- Social security card (individual Taxpayer Identification Numbers are not accepted)
- W-2 form
- Payroll check stub issued by employer
- SSA- 1099 form
- Non-SSA-1099 form

Proof of Name Change

If the name listed on your proof of identification or proof of legal presence document does not match the name you want to appear on your driver’s license or ID card you will need to present evidence of your legal name change.

If you were recently married or a court has granted you a name change you will need to present evidence of your legal name change.
If you currently hold a valid Virginia driver’s license or ID card, you must present it along with one of the documents listed below for proof of your name change. If you cannot present your Virginia issued credential, you must present one proof of identity from the primary document list in addition to one of the documents listed below as proof of name change.

• Marriage certificate issued by a U.S. state, jurisdiction, territory or municipality (including same-sex marriage certificates)
  Note: Civil union documents are not accepted
• Divorce decree if the decree states the change from married name to maiden name
• Court order granting the name change

Issuance

You may hold either a driver’s license or an ID card, but not both.

Applicants that have successfully completed the driver’s license or ID card process will be issued either a temporary driving permit (valid for 30 days) or an ID card receipt. You will receive your new driver’s license or ID card in the mail within 7-10 days. Therefore, your address on file with DMV must be your current mailing address. The U. S. Postal Service will not forward your credential.

In accordance with Va. Code §46.2-328.1, the following are eligible to apply for a driver’s license or ID card:

• Citizens of the United States
• Legal Permanent Residents of the United States
• Conditional Resident Aliens of the United States
• Holders of a valid, unexpired nonimmigrant visa status
• Individuals with a pending or approved application for asylum in the United States
• Refugees
• Individuals with a pending or approved application for temporary protected status in the United States
• Individuals with approved deferred action status
• Individuals with a pending application for adjustment of status to legal permanent resident status or conditional resident status

All first time licenses issued to individuals under age 18 will be sent to the Juvenile and Domestic Relations Court in your locality. The court will then notify you when and where to report for your licensing ceremony. A parent or guardian must attend the ceremony with you if you are under age 18 on the date of the ceremony. After completion of the ceremony, the court will distribute the license to you.