

## HOW TO GET A WASHINGTON STATE ID CARD

There is a **\$20 dollar fee** that must be included with your application. These instructions are written for U.S. citizens. There are other documents that are acceptable for students who are non-citizens. Non-citizens may contact the local licensing office to get a complete list.

**Note:** Only **original documents** or **certified copies** are acceptable. The documents listed may change without notice.

When you apply for a Washington State Identification card you must:

1. Show proof of identity
2. Show proof of Washington State residence
3. Have your photograph taken

### 1. Proof of identity

To prove identity show any of the following:

- 1 choice from primary documents list ...or
- 2 choices from supporting documents list ...or
- 1 choice from the supporting documents list **and** 2 choices from the alternate documents list ...or
- At least 5 choices from the alternate documents list including:
  - 1 showing name and date of birth
  - 1 showing name and signature
- Primary documents (1 required)
  - **Washington driver license or instruction permit** - valid or expired within 1 year
  - **Out-state license, photo instruction permit or ID card** - valid or expired within 60 days
  - **Parental Authorization Affidavit** - If you are under 18, your parent or guardian must come with you to the licensing office, sign the affidavit, and show at least 1 primary document to prove his or her identity and 1 other document to prove he or she is your parent or guardian. (If your parent or guardian's proof of identity is an out-of-state driver license or if your last name is different, we will require more documents.)

- **Supporting documents** (2 required)
  - **Indian ID** - A federally recognized Indian tribal enrollment card or a U.S. Bureau of Indian Affairs ID card that contains your signature and photo
  - **Verification letter** - A letter from one of the following agencies if you are on work release, are supervised by an agency, or are in one of their eligible programs:
    - Washington State Department of Corrections (electronic version only)
    - U.S. Federal correction authorities
    - DSHS Juvenile Rehabilitation Administration
    - DSHS Children and Family Services
  
- **Alternate documents** (5 required, including 1 showing name and date of birth and 1 showing name and signature)
  - Certified birth certificate
  - Court issued adoption papers
  - Parent with a proof of identity and proof of relationship (for child 18 or older)
  - Photo driver license from another state or foreign country
  - Ward of the court decree
  - Divorce decree with your name and signature
  - Marriage license or certificate filed with Spokane County
  - Medical coupon
  - Minor ID issued by law enforcement
  - Mortgage document
  - Selective service card
  - Social Security card
  - Tax ID that contains your photo
  - Tax return
  - Voter registration card
  - Auto insurance policy
  - Driving record from another state
  - Pay stub showing your employer's name and phone number or address
  - Photo public assistance card
  - School transcript (certified)
  - Washington vehicle certificate of ownership (title)
  - Business or professional license
  - Any documents proving residence

- **Note:** we may consider other documents to prove your identity. They should show your name and some combination of your date of birth, signature, photo, or current Washington residence. To find out if you can use a specific document, contact your local driver licensing office.

## 2. Proof of Washington State residence

- To prove residence show 1 document from this list:
  - Homeowner's insurance policy or invoice
  - Home utility or cable bill or hook-up work order dated with the past 60 days. (You must be the only person named on the bill or work order)
  - Mortgage documents
  - Property tax bill or statement dated within the past 12 months
  - Your name and address in a current phone book made by a telephone book publisher
- To prove residence show 2 documents from this list
  - Auto insurance policy
  - Washington State business license
  - Business mail dated within the last 60 days. Mail must include your first and last name and be from state or federal revenue departments, the Social Security Administration, the U.S. Treasury, or the IRS.
  - Current Washington State voter card
  - Home utility or cable bill or hook-up work order dated with the last 60 days. Two or more unrelated people may be name on the bill or work order.
  - Medical records paid by insurance or a medical bill
  - Medicaid card or DSHS medical coupon
  - Pay stub showing your employer's name AND phone number or address
  - Selective service card showing a Washington State address
  - Professionally filed tax return or filed copy sent to you by the IRS for the most recent tax filing year
  - Transcript of report card for the current school years from a school in Washington State
  - W-2 for the previous year

**Teens:** If you are under 18 and your parent or guardian shows us proof of your identity and relationship, you may use his or her residential address as proof of residence. Your parent or guardian must live in Washington State and show us acceptable documents proving his or her identity and residence.