

Michigan Department of State Supplemental Identity Documents
(Original Driver License or Personal Identification Card)

**Little Identifying Facts and Evidence
Documents**

Life circumstances may affect some individuals leaving them unable to provide the required identification documents to obtain a driver's license or state identification card. Examples of life circumstances include:

- Home-schooled
- Elderly
- People with disabilities
- Long-term residents of a residential facility (group home, foster care, etc.)

This list is not all-inclusive list, but describes life circumstances that can impact an individual's ability to meet the Michigan Secretary of State's identity document requirements to obtain a driver license or identification card.

In these situations, different types of documents can be used to fulfill the identity requirement. They are considered "life documents" and may include a church directory, test records from an outside source, awards or recognition from church or community groups, or a newspaper article.

It's all about the Little Identifying Facts and Evidence. We hope the following will give you a better understanding of what is meant by "life documents".

NOTE: These documents are subject to department review and approval, which may take more than one day.

It's all about the Little Identifying Facts and Evidence. We hope the following will give you a better understanding of what is meant by "life documents".

Little – The department's list of acceptable identity documents covers the verifiable, legal and photo documents. Now think smaller. Think insurance, tax records, medical records, immunization records, and employment records for example.

Identifying – Items that demonstrate you have a long-term established identity in the name requested. For example, an old vehicle registration from two years ago is more convincing than a brand new movie rental card or check cashing card.

Facts – Documents containing facts that support information shown on other documents presented. Documents with a lot of personal data are best.

Evidence – Proof. Whenever possible, provide documents obtained by contacting schools, states, employers and other agencies. Any time you can submit documents that provide a means to contact the issuing agency; the easier it is to accept the document through an exception request.

School records can be obtained by most individuals to meet our identity document requirements. Some important points that apply to Michigan may also be true in other states:

- Basic identifying information (student's legal name, sex, date of birth, names of parents or legal guardians) must be kept for 99 years. Other states may have different document retention periods.
- If the school you attended is closed you should then contact the intermediate school district for your records.
- School records are kept at the appropriate school level. For example, elementary and middle school records are not kept at the high school.
- Records are not called transcripts until the high school level. Request an attendance record when contacting a elementary school or middle school.
- Special education records are kept at the intermediate school district.
- Michigan Educational Assessment Program (MEAP) records are maintained by the Department of Education.
- General Educational Development certificates (GED) are not considered school records. These certificates are issued by the Department of Licensing and Regulatory Affairs.

Home-schooled individuals may have school records available if they:

- Participated in band, drama, art, physical education, music, computer, advanced placement courses, or a driver education program at a public school.
- Have taken a test such as the MEAP, ACT, or SAT.
- Were voluntarily registered by their parents with the Michigan Department of Education.

Special-needs individuals (mentally or physically challenged) may have school records available through their local school district. One or more of the following documents may be available through their local intermediate school district:

- Individualized Education Plan (IEP) – outlines goals and expectations set for a school year
- Transition Plan (for individuals aged 13 through 26) – sets goals and life path expectations (academics, trades, life skills, etc.)
- Individual Centering Plan – individuals out of school but still eligible to receive services

In addition, one or more of the following documents may be available through a state or community agency:

- Letter or notice from your local Department of Health and Human Services office for individuals age 26 or older receiving services
- Supplemental Security Income (SSI) documents from the Social Security Administration for individuals age 18 or older receiving benefits
- Guardianship documents obtained through the court system
- Bridge (food assistance) and mihealth (Medicaid) cards or award notices from the Department of Health and Human Services for individuals receiving benefits

An example of an exception request containing life documents:

An 18-year-old applicant for a Temporary Instruction Permit to practice driving presents his birth certificate, which is the only document presented from the list of acceptable documents, along with these additional "life documents":

- Income or employment records (*pay stub, parent's 1040 listed as dependent, etc.*)
- Medical records (*immunization record, document indicating is or was a dependent on parent's medical policy, etc.*)
- DNR records (*fishing or hunting license, hunter or boater safety certificate, etc.*)
- U.S. savings bond
- Church or community awards or recognition
- Test records from an outside source (*MEAP, ACT, California Achievement, etc.*)
- College acceptance letter

Some of the documents were more helpful than others, but as a combined collection of documents, they provided a good record of the applicant's established identity.

The following are life circumstances that would **not** prevent an applicant from providing or obtaining the required identity document(s):

- Records are out of state
- Documents have been lost
- Adoption (birth certificates are available for adopted individuals)
- Did not graduate from high school
- Cannot afford to order birth certificate or other documents

Unfortunately, while an applicant may be able to convince us they truly cannot provide more identification, they still may not be able to prove their identity. There may be some applicants who simply are not eligible for a driver license or personal identification card because we cannot adequately identify them.