

## **Driver Services Policy: 8.004**

### 8.004.01 Out-of-Country Applicants

1. For any person from out-of-country applying for a driver license or identification card, you must verify the following documents:
  - a. Proper INS Papers (Passport, I-94 card)
  - b. Birth Certificate (Must be translated by a University)
  - c. Social Security Card (If they have obtained one)
  - d. Proof of Residency
2. If an applicant has a visa which is not expired or a visa accompanied by an extension letter, you should issue a license, unless the applicant is within 180 days of his visa expiring and does not possess an extension letter. In this case, you should not issue a driver license or identification card.
3. An applicant that has a B1 or B2 class visa is not eligible for a driver license or identification card; this is only a temporary visitor's visa.
4. Any applicant applying for a driver license or identification card **MUST** show a certified birth certificate.
5. If you should have any questions regarding the authenticity of any document, you should contact the proper agency for verification. This does **NOT** include the employer.

