

## HOW TO GET A PHOTO ID

### **1. Get your Birth Certificate**

For persons born in the District of Columbia, birth certificates are available from the:

#### **Office of Vital Records**

825 North Capitol St. NE, 1<sup>st</sup> Floor

Washington, DC 20002

(202) 671-5000.

Walk-in service is available M-F 8:30am -3:30pm

The fee for the long form certificate is \$23.00

The fee for the short form certificate is \$18.00

If you can not afford the fee contact:

#### **Transition Assistance Program, Chevy Chase Presbyterian Church**

One Chevy Chase Circle

(202) 363-4817

Hours: Tuesday, Wednesday, and Friday: 9:00am-11:30am

#### **Foundry United Methodist Church,**

1500 16<sup>th</sup> St. NW (16<sup>th</sup> & P St. NW)

(202) 332-4010

Friday only: 9:00am-11:30am.

It is recommended that you be in line by 8:00, as the first 15 people in the line will be served. You should bring a referral letter from a shelter, social worker, or other social, medical, or legal service provider. Information required by Vital Records to obtain certificate includes your full name as it appears on the birth certificate; date of birth; mother's maiden name; father's full name; something with your current name and, if you have one, address. A letter from someone at a shelter on their letterhead will suffice, or a letter from a social worker. For persons born in other states, contact the Washington Legal Clinic for the homeless at (202) 328-5500 for information.

### **2. Get your Social Security Card**

For a replacement card, you will need your Social Security number and some type of original or certified copy of a document to prove who you are. Acceptable documents include: a driver's license; doctor or hospital records; passport; high school transcript or report card (if card is not more than 10 years old); military discharge papers; any court records, including marriage certificate or divorce decree; or a life insurance policy. You can either mail or take the information to the nearest Social Security office.

Office hours are M-F, from 9am-4pm.

- 2100 M Street NW
- 7820 Eastern Avenue, NE
- 1905-B 9<sup>th</sup> Street, NE
- 2041 Martin Luther King, Jr. Ave. SE

You will need to fill out an application. It will take 10-14 days for you to receive your card by mail. You may request the card to be sent to any address. Ask at the office you apply to if you would like to have sent back to the office for pick-up. (Cards are mailed from Baltimore). For a new Social Security card, you will need both your birth certificate and identifying document, as listed above. If you are not a citizen of the US, you will also need a copy of your immigration papers.

### **3. Get your Non-Driver's Photo ID**

The Department of Motor Vehicles (DMV) will issue a non-driver photo identification card to District residents who are at least fifteen (15) years of age. To qualify, an applicant must verify his or her identity and date of birth, Social Security number and current residency in the District of Columbia.

Application for the non-driver identification cards are accepted at the following locations:

- 301 C Street NW Tuesday-Saturday, 8:15am-4:00pm
- 3230 Pennsylvania Ave, SE Monday-Friday, 8:15am-4:00pm
- 3222 M Street NW, Lower Level, Monday- Friday 8:15am-4:00pm
- 1233 Brentwood Road NE M-F- 10:00- 6pm

The cost of a non-driver identification card is \$20.00, although there is no cost to persons aged 65 or older or ex-offenders released within six months of their application.