

**NEW RULES (1 CCR 204-13) REGARDING STATE ID AND DRIVER'S
LICENSE APPLICATIONS ¹
(Effective 8/1/07)**

Stand Alone Documents

(applicant need only provide one of the following)

U.S. passport with full legal name (current or expired within last 10 years); or

Colorado Driver's License or ID (current or expired less than 1 year); or

Out-of-state Driver's License or state ID (current or expired less than 1 year) from any state that requires proof of lawful presence (Alabama, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Minnesota, Mississippi, Missouri, Montana, Nevada, New Hampshire, New Jersey, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Virginia, West Virginia, and Wyoming); or

Military ID card or its equivalent (e.g. an active duty, retiree, National Guard, or dependent card) that includes a photo of applicant and is not expired; or

Foreign passport with a photo (in conjunction with appropriate visa or other immigration documents); or

Certificate of Naturalization or Certificate of Citizenship (with photo less than 20 years old); or

I-551; Employment Authorization Document (including I-766, I-688, I-688A, I-688B); or I-94 with Refugee or Asylee Status, verified by SAVE and where appropriate containing a photo taken within last 20 years.

OR

One Identity Document and One Lawful Presence Document is Required

Identity Documents

Colorado Driver's License or ID expired less than 10 years; or

Out-of-state Driver's License or state ID issued by **any** state in the U.S. (including those that do not require proof of lawful presence), not expired or expired within last 10 years; or

¹ Always check the exact language of the rules themselves, available on Department of Revenue's website, www.revenue.state.co.us if you have any questions about this chart.

Identity document issued by the federal Bureau of Indian Affairs with a photo taken in last 20 years; or

Military ID or common access card containing a photo; current or expired less than 10 years; or

VA card with photo taken in last 20 years; or

For applicant under 18, affidavit by parent or legal guardian, affirming applicant's identity, age and lawful presence. Affiant must prove his/her identity and relationship.

Name Change Documents: Documents used to modify the full legal name of the applicant include: certificate of marriage, decree of dissolution or separation, or any court-ordered name change.

Lawful Presence Documents

Birth certificate issued by U.S., District of Columbia, any state, county, parish or borough, certified by issuing agency; or

Social Security Card (verified by SSA's online verification system); or

Certificate of Citizenship or Certificate of Naturalization (with photos more than 20 years old);

Certified Order of Adoption; or

I-94 with Refugee or Asylee status that does not contain a photo and is verified by SAVE.

OR

Exception Processing

Individuals who cannot provide adequate documentation (as outlined above) may request Exception Processing administered by the Motor Vehicles Investigations Unit. This request may be made at the outset of the application process or after being issued a Notice of Incomplete Application. Additional documents that may also be considered in the process include the following:

Valid individual Colorado or Federal Tax Return with employee copy of IRS form W-2 or 1099*;

Life, health, or other insurance record including name, age or date of birth, and place of birth within U.S.*;

Identification card issued by a federally-recognized tribe*;

Identity document issued by Federal Bureau of Prisons or Colorado Department of Corrections;
DD-214 that does not include the “not to be used for ID” disclaimer;
Affidavit, signed in presence of DOR employee, providing the name(s) by which the affiant has known the applicant and that the affiant is unaware of any facts indicating that applicant’s presence in U.S. is unlawful. Affiant must present identification and must be a parent or legal guardian of Applicant, an employee of a government agency, or an employee of a nonprofit registered with DOR for this purpose;
Any other verifiable document including expired documents, court records, religious records, early school records, hospital records, municipal records and insurance records*.

* DOR shall determine validity by contacting the issuing agency. The Applicant must cooperate with the Department in obtaining this validation including signing any authorization required by the issuing entity.

Notices and Hearing Rights

Notice of Incomplete Application – must be provided if DOR determines that an applicant has failed to provide sufficient documentary proof to obtain a Driver’s License or ID. This Notice must include the reason for the decision. An applicant then has the opportunity to return to DOR with additional documentation prior to being denied.

Notice of Denial – can be served by Department after issuance of the Notice of Incomplete Application when the applicant still is unable to provide sufficient documentation or after unfavorable decision under the Exceptions Process.

Hearing Request Form – shall be included with the Notice of Denial.

Denied applicants must file a written request for a hearing within 30 days of the denial.

Hearing Officer decides whether applicant has met the documentation requirements under the statute and rules. A written decision shall be provided within 15 business days after the hearing. If decision is favorable, the denial shall be rescinded.

If the denial is sustained, the applicant can petition for judicial review in District Court within 30 days of the Hearing Officer’s Decision.