



ID and SS Card Information

Navigation Services



Need more information? Contact our Navigation Services Team at 303-432-5130 or navigation@jcmh.org

If you notice any changes or inconsistencies with our resources, please inform Navigation to help us stay current.

How to get a Social Security Card/Number

You can get an original Social Security card or a replacement card if yours is lost or stolen by following the steps below. Any person 12 years of age or older requesting an original Social Security Card must apply in person at your local Social Security Office.

1. Complete an *Application for a Social Security Card* (Form SS-5), which can be found at:
<https://www.ssa.gov/forms/>
2. Gather the correct documents. You will need to prove your U.S. Citizenship or immigration status, age, and identity. You must provide original documents or certified copies by the issuing agency. The *Social Security Agency will not accept photocopies or notarized copies of documents (certified copies are acceptable)*
 - **U.S. Citizenship or Immigration Status** – Original U.S. Birth Certificate, U.S. Passport, Consular Report of Birth, Certificate of Naturalization, or Certificate of Citizenship.
 - **Age** – Original or Certified U.S. Birth Certificate, if not available, the following documents might be able to be used: a religious record made before the age of 5 showing your date of birth, U.S. hospital record of your birth, or a U.S. Passport.
 - **Identity** – U.S. Driver's License, State issued non-driver Identification Card, or a U.S. Passport
 - For additional information about the documents you will need, please visit:
<https://www.ssa.gov/forms/ss-5.pdf>
3. Take or mail completed application/original documents to your local SSA office:
 - **Lakewood SSA Office:** 1-866-563-9469
13151 W. Alameda Parkway, Lakewood, CO 80228

Contents:

- [Social Security Card](#) – p.1
- [ID Card](#) – p.2
- [DMV Office locations](#) – p. 3
- [Lost/Stolen ID](#) – p.4
- [Options if Missing Documentation](#) – p. 4
- [Financial Assistance](#) – p. 5

Note: One document may be used for two purposes. For example, a U.S. Passport may be used as proof of your identity and your citizenship. However, you still need to provide at least two separate documents.

There is no charge for a Social Security Card.

Need more information? Contact our Navigation Services Team at 303-432-5130 or navigation@jcmh.org

How to apply for or renew an ID Card

There are times when non-driving residents of Colorado will need to show identification, and it is important to have an ID card sanctioned by the Colorado Division of Motor Vehicles.

Note: it is unlawful to hold both a state-issued ID card and a driver's license.

To obtain a state-issued ID for the first time:

- You must visit the DMV in person to obtain your ID for the first time. You may visit the DMV during normal business hours or schedule an appointment by visiting: <https://dmv.colorado.gov/AppointmentScheduling>
- You must provide the following information during appointment.
- <https://dmv.colorado.gov/identification-requirement-charts>
 - **Identification documents to prove full legal name, date of birth, identity and lawful presence in the United States:** Example documents include CO ID or CO License (expired less than 10 years), U.S. Passport, Out-of-State Driver's License (unexpired), Permanent Resident Card, Certificate of Citizenship.
 - **Proof of your Social Security Number:** Example documents include Social Security Card (un-laminated), W-2 form, SSA-1099 form, Non SSA-1099 form, Paystub with Applicant's name and Social Security number.
 - **Proof of current Colorado address:** Example documents include Computer generated bill (utility, credit card, doctor, hospital, etc.), Bank Statement, Pre-printed Paystub, First-Class Mail (Government Agency or Court), Current Homeowner's, Renter's, or Motor Vehicle Insurance Policy, Mortgage, Lease, or Rental Agreement, Transcript/Report Card from Accredited School, Motor Vehicle Registration, USPS Change of Address form, DD214 (Need two documents proving physical address).
- Payment (Cash, Check (Payable to DOR), and Credit Card (Visa, MasterCard, American Express, and Discover) accepted
 - Under 60 Years Old - \$12.67, Over 60 Years Old – FREE

Special Circumstances

Residents of a halfway house of residential treatment facility

- Must provide a letter from the facility, on the facility's letterhead showing the facility's name, address and telephone number. The letter must include the facility representative's name, signature, and date and indicate they will accept delivery of mail for the applicant.

Homeless Applicants

- Homeless applicants without a residential address **must** provide a letter from a government entity or not-for-profit organization with its letterhead showing the facility's name, address, and telephone number, including the legal representative's name, signature and signature date. The letter must also state, "will accept delivery of mail for the customer"

Customers with a rural route mail delivery address

- Must provide a properly certified government-issued document showing their name, and a description of the residence's location

Undocumented or temporarily legal residents

- Must provide proof of residency and all documents must be in English or translated into English. Please see DMV website for more details

Need more information? Contact our Navigation Services Team at 303-432-5130 or navigation@jcmh.org

To renew your ID card:

- You may renew your adult ID card any time prior to the expiration date – it is advised to renew before ID card expires.
- You may renew your ID card in-person, by mail, or online.
 - Check eligibility to renew online or by mail: (ID's valid for 10 years not eligible) [https://mydmv.colorado.gov/ /](https://mydmv.colorado.gov/)
 - To renew your ID in person, bring the following documents with you:
 - Proof of Social Security Number
 - Proof of current Colorado Address
 - ID Card (Valid or expired less than one year)
- Please note the following age restrictions:
 - 0-21 years of age: must visit an office to renew or replace ID card
 - Turning 21 years of age: must visit an office on or after 21st birthday to renew ID card
 - 21-64 years of age: may either visit an office or renew online/by mail up to two times in a row
 - 65 years of age and older: may either visit an office or renew online/by mail every time.
- Your new ID card will be mailed to the address you provide within 30 days.
- Payment (Cash, Check (Payable to DOR), and Credit Card (Visa, MasterCard, American Express, and Discover) accepted
 - Under 60 Years Old - \$12.67, Over 60 Years Old – FREE

Driver's License Office Locations**Golden**

303-205-5600

16950 W Colfax Ave, Suite 104, Golden, CO 80401

Hours: 8:00 am to 5:00 pm, Monday through Friday

Lakewood

303-205-5600

1881 Pierce St, Lakewood, CO 80214

Hours: 8:00 am to 5:00 pm, Monday through Friday

Lakewood Westgate

303-205-5609

3265 S Wadsworth Blvd, Unit 3A, Lakewood, CO 80227

Hours: 7:00 am to 5:00 pm, Monday through Friday

For a full list of locations, visit: <https://dmv.colorado.gov/driver-license-office-locations>

Need more information? Contact our Navigation Services Team at 303-432-5130 or navigation@jcmh.org

What if I lost my state issued ID card?

Adults who need to replace their license must apply for a renewal. The expiration date will change upon renewal and any previously issued license will no longer be valid. You may renew your ID card in-person, by mail, or online.

If visiting a driver's license office to replace your license, permit or ID, be prepared to:

- Verbally provide your name and date of birth.
- Proof of your Social Security number (can be verbally provided if lost/stolen)
- Proof of current physical Colorado address documents (can be verbally provided if lost/stolen and no change of address is needed)
- Fees: <https://www.colorado.gov/dmv/dmv-fees>

Lost/Stolen ID Information: <https://dmv.colorado.gov/loststolen-driver-license-permit-or-id-card>

What if I don't have the required documents?

If you cannot provide the required documents as listed on the Identification Requirements Charts at a driver license office for an instruction permit, driver license, or identification card (ID), you may be eligible to apply for Exceptions Processing to provide additional/alternative documents to prove the required elements of identity, date of birth or US citizenship (where applicable).

For additional information regarding Exception Processing, please call the Exceptions Processing Coordinator at **303-205-5600** or visit: <https://www.colorado.gov/pacific/dmv/exceptions-processing>

- All documents presented must be unaltered originals or certified copies.
- All documents presented must be in English or translated into English by an individual with a valid state-issued identification card, driver's license, or instruction permit, per Colorado 204-30-16-3, at the expense of the applicant.
- If you are a U.S. Citizen, you must provide a certified birth certificate or records, such as a court order of adoption stating when and where you were born in the U.S., expired U.S. Passport, hospital birth record, religious records, census reports, and/or other verifiable records to establish U.S. citizenship.
- If you are not lawfully present in the U.S., and you have met all requirements under SB13 251 except photo identification, you may provide documents from the list below to support your identity.
- You must provide a name change document issued through marriage, adoption, court order or other mechanism permitted by State law or regulation for all name changes.
- Please provide a number of the following documents to support identity and date of birth:
 - **Government:** Expired Colorado DL or ID, US Passport, other US State DL or ID, Weapons Permits, Vehicle Titles, Court Guardianship documents, Voter Registration Card, Hunting/Fishing License, Selective Service Cards, Vehicle Registrations, US Census Records, Human Services Records, certified marriage certificates and divorce decrees
 - **Medical Records:** Medical and hospital demographic records, immunization records, Hospital birth certificate/records, drug/alcohol completion certificate from licensed facilities, Medicaid/Medicare cards or health insurance cards
 - **Family Records:** Children's Birth Records showing applicant as the birth parent, Sibling or Parent's Birth Records, Parent Death Records, Sibling, Child or Spouse's Death Records and/or Obituaries showing applicant as surviving relative
 - **Military Records:** DD214, GI Bill Benefit Letter, Expired Military ID, Dependent Military ID or VA Card with Photo and Legal Name, Enlistment, Separation or Service Records and Awards
 -

Need more information? Contact our Navigation Services Team at 303-432-5130 or navigation@jcmh.org

- **Employment Records:** Occupational records, Employee ID w/photo, Business Licenses, Tax Records from external source, W-2 or 1099 forms, Retirement/ Disability benefit records or IDs
- **Police/Court Records:** Jail/Prison ID cards with photo and legal name, Intake property sheets, Police reports, Criminal Background Checks, any Certified Court/Police/Law Enforcement records, Booking Photos, Letter of Incarceration & School Records: Student ID Cards, Report Cards, Yearbooks, Student Loan Documents, Child Protection ID Cards, School Transcripts, Demographic Enrollment Records
- **Tribal Records:** Certificate of Indian blood or Tribal ID or other Tribal records
- **Religious:** Baptismal records, Priesthood certificates, and other records
- **Other:** Any other secure and verifiable document as determined by the Department, which may serve to provide evidence of the applicant's identity and or date of birth

Please note the following: The Department reserves the right to review, consider, and request additional information and documentation in making determinations. The Department shall retain images or copies of the documents considered for review.

Agencies that Assist with obtaining an ID:

Colorado Legal Services

303-837-1313

1905 Sherman St, Suite 400, Denver, CO 80203

www.coloradolegalservices.org

Denver Human Services – Give Center

2929 W. 10th Ave., Denver, CO 80204

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Denver-Human-Services/Be-Supported/Additional-Assistance/GIVE-Center>

The Gathering Place

303-321-4198

1535 High St, Denver, CO 80218

<https://tgpdenver.org/>

- Limited funding available for Colorado ID cards

Holy Ghost Social Ministries

303-97-3441

1900 California St, Denver, CO 80202

www.holyghostchurch.org

- Holy Ghost Church in Denver helps with birth certificates, divorce decrees, and CO state ID and driver's licenses. The office is in the basement of the church. Walk-ins are welcome.
- M-F: 8:30-noon and by appointment

Need more information? Contact our Navigation Services Team at 303-432-5130 or navigation@jcmh.org

Mission Arvada “DMV to Go” Service

Address: 7500 West 57th Avenue, Arvada, CO 80002

Hours: 9 AM – 1 PM, First Thursday of the Month for 'DVM to Go'

Phone: 303-422-1174

- Every first Thursday of the month, DMV representatives come to the Mission Arvada to assist with obtaining an ID. Clients can get a print-out of their ID at this time and they will mail a physical ID a couple weeks afterward—they can mail it to The Rising if a client does not have a permanent address.

Metro Caring

1100 E. 18th Ave, Denver, CO 80218

303-860-7200 | idproject@metrocaring.org

- Provides in-state vouchers that can be used to redeem a free Colorado identification or birth certificate at the appropriate office
- No appointment necessary
- Please call or email to confirm if vouchers are available

Community Connections Center (C3)

720-497-7747

11011 W. 6th Ave (2nd floor) Remington Building Lakewood, CO 80215

<https://www.int-cjs.org/c3>

- Open Monday – Thursday 8:00am-5:00pm, call for an intake
- Must be living in Jefferson County
- Assistance with obtaining ID/Driver’s License