

FIRST-TIME APPLICANTS

Applicants who have never held a driver's license or ID card, who are transferring a license from out-of-state, or who have a West Virginia license that has been expired for more than six (6) months are first-time applicants. The following documents are required:

- A certified birth certificate or a certificate of United States citizenship. (Hospital birth certificates are not acceptable).
- Social Security Card or one of the following containing the Social Security number:
 - A) Medicare Card issued to the applicant.
 - B) Military Identification card issued to the applicant or an original certified copy of the Military discharge form DD214.
 - C) W-2 Form with the applicant's employers name and identification number; the applicant's name, number and social security number.
- Two (2) proofs of a West Virginia physical address from the approved list of residency documents [List 'B'].
- If the applicant is under the age of 18 and is applying for a instruction permit or license, a valid school enrollment form is also required.
- If the applicant's name has changed, then an original or a certified copy of a marriage certificate, divorce decree, or court order is also required. (Additional documents may be required if a connection between the documents can not be established.) (continued)

- Applicants who are applying for a West Virginia driver's license and are transferring a license from another state must also submit their license from the previous state or present a certified driving record from his/her previous state.

DUPLICATE LICENSE

Applicants who have lost their license or ID card, who need to change their address, or who need to change their name or other information on the license or ID card must submit the following documents:

- One (1) proof from the identity document list [List 'A'].
- One (1) proof of a West Virginia physical address from the approved list of residency documents [List 'B'].
- If the applicant's name has changed, the original or most recent certified copy of a marriage certificate, divorce decree, or court order is also required. (Additional documents may be required if a connection between the documents can not be established.)
- If the applicant's Social Security number is not in the DMV system or is incorrect in the DMV system, then the applicant must also provide a Social Security card (non-laminated, non-metal)
- If the applicant is under the age of 18 and is applying for an instruction permit or license, a valid school enrollment form is also required.

RENEWAL

Applicants who are applying for renewal of their driver's license or ID card must submit the following documents:

- One (1) proof of identity from the identity document list [List 'A'].
- One (1) proof of a West Virginia physical address from the approved list of residency documents [List 'B'].
- If the applicant is under the age of 18 and is applying for an instruction permit or license, a valid school enrollment form is also required.
- If the applicant has a CDL, then a valid Department of Transportation long-form physical is also required.
- The Division checks every Social Security number with the Social Security Administration (SSA). If your information, such as name, number or date of birth does not match with records of the DMV and the SSA, then you must have the corrected Social Security card before you can be issued a permit, license, or identification card. The Social Security card is the only verification document that may be used when name, number or date of birth does not match.
- If the applicant's name has changed, the original or most recent certified copy of a marriage certificate, divorce decree, or court order is also required. (Additional documents may be required if a connection between the documents can not be established.)

List 'A'

Identification Documents

- An original Certificate of U.S. Citizenship (INS Form N-560) with photograph
- U. S. Birth Certificate: An original or certified copy of a United States-issued birth certificate (U. S. Department of State and U. S. Military birth certificates ARE acceptable. Hospital birth certificates are **NOT** acceptable)
- An original Certificate of Naturalization (INS Form 550 or INS Form 570) with photograph
- An original, valid, current West Virginia driver's license, permit, or ID card, that is expired less than six (6) months with photograph
- An original, valid, current, unexpired U. S. Military ID Card
- U. S. Military Retiree Card or Uniform Service Identification Privilege Card (DD 1173) with current photograph
- An original, valid, current, unexpired or legally extended United States passport with current photograph

List 'B'

Residency Documents

These documents must show your current physical address. Post Office Box addresses are NOT accepted as proof of WV residency. WV driver's licenses are NOT acceptable as proof of physical address and residency unless issued after July 1, 2003.

The following documents must show a WV residence address:

- WV utility bills
- Tax records with a WV address
- WV mortgage documents or homeowner insurance documents for a WV residence or proof of WV home ownership
- WV W-2 Form not more than 18 months old with the applicant's name
- WV weapons permit
- WV Motor Vehicles registration card
- WV Voter's registration card
- WV school enrollment form if applicant is under age 18 with the applicant's WV residence address
- WV Homestead tax exemption
- Proof of WV public assistance
- Residential rental or a lease agreement
- WV DMV Affidavit of West Virginia Residency



**DOCUMENTS
REQUIRED FOR
APPLICANTS WHO
ARE UNITED STATES
CITIZENS**

For Additional Information

Contact:

West Virginia DMV

1-800-642-9066

OR

1-304-558-3900



"GOT PROOF?"

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www.wvdot.com