

ID GUIDE



HOW TO GET IDENTIFICATION

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1. Overview

In 2013, the Colorado State Legislature passed the Colorado Road and Community Safety Act (SB13-251). Under SB 251 all Colorado residents, no matter their immigration status, are eligible to apply for a Colorado license or state ID if they meet specific requirements.

This guide will explain how to apply for your Colorado state ID and other forms of identification.

Why do I need an ID?: Identity documents may be required to access healthcare, public benefits, housing, transportation, employment, and other essential human rights.

Having an identification card can:

- Help emergency personnel in providing emergency care.
- Provide access to basic public services.
- Promote public safety by reducing fear of interacting with law enforcement.
- Provide access to financial services.



2. How to Get a Colorado ID¹

STEP 1



Gather Your Documents

STEP 2



Schedule a DMV Appointment

STEP 3



Prepare for and Attend Your Appointment

a. STEP 1: GATHER YOUR DOCUMENTS



Basic Requirements for Getting/Renewing a Colorado State ID

- Identification Document
- ITIN or Social Security Number
- Proof of Residency



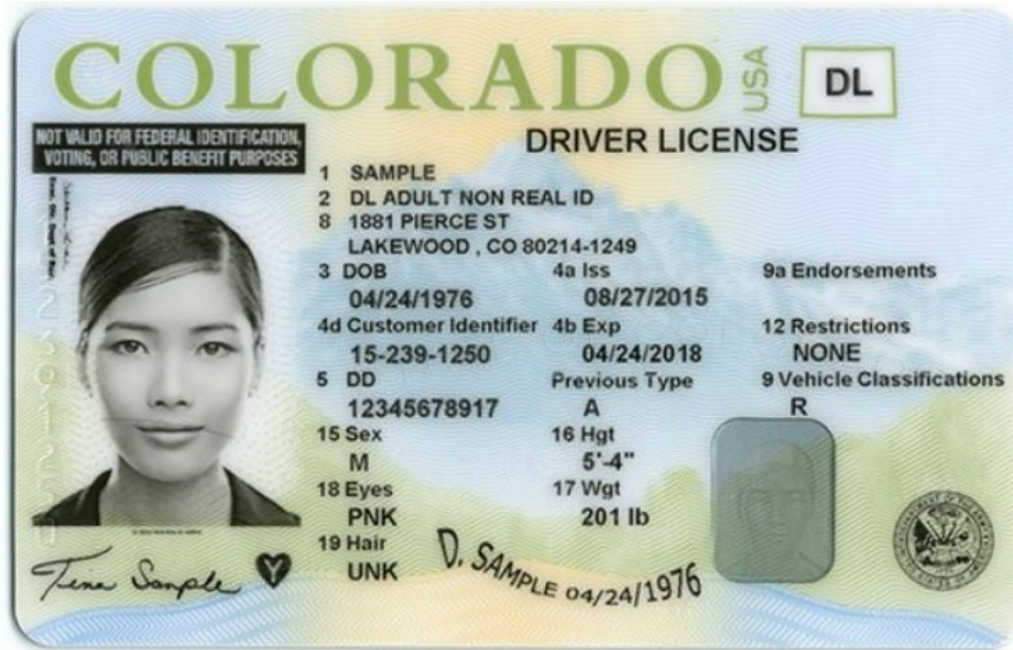
All documents must be unaltered certified originals, certified amended originals, or true copies certified by the issuing agency. Photocopies, notarized documents and online printouts are not accepted.



Temporarily legal residents and undocumented residents will receive a document bearing the phrase: “Not valid for federal identification, voting, or public benefit purposes.”

¹ Informed Immigrant. (2021). 3 Steps to Obtain Your SB251 Driver's License in Colorado. Retrieved from <https://www.informedimmigrant.com/guides/colorado-sb251-drivers-license/>

Sample ID:



All documents presented to the DMV at the time of your appointment must be in English or translated into English and the original should also be presented. Translators must provide the following statement at the end of the translated documents and it must be typed or electronically printed on the same page as the translation, not on separate pieces of paper, or the translation will not be accepted by the Department.

The translator statement must state the following: “I, _____, affirm that the foregoing is a complete and accurate translation from (insert name foreign language) to the English language to the best of my ability. I further affirm that I am fully competent to translate from (insert name of foreign language) into the English language and that I am proficient in both languages.”

In the next sections of this guide, you will find a description of the required documents needed to apply for a Colorado State ID and what to do if you are missing any of the required documents.²

² Colorado Department of Revenue Division of Motor Vehicles. (2021). CO-RCSA SB251 Driver Licenses and IDs. Retrieved from <https://dmv.colorado.gov/co-rdsa-sb251-driver-licenses-and-ids>

i. FOR TEMPORARILY LEGAL RESIDENTS



Identification Documents - Bring ONE of the following:

- Unexpired Employment Authorization Document (I-766)
- Refugee/Asylee I-94 (with photo)
- Foreign passport with unexpired temporary I-551 stamp
- Unexpired foreign passport with U.S. visa and I-94

AND, if your I-94 class of admission is:

- **F:** Your original, unexpired I-20A/B
- **J:** Your original, unexpired DS2019
- **K:** Your certified U.S. marriage certificate and I-797 Application of Adjustment of Status
- **M:** Your original, unexpired I-20A/B
- **V:** Your certified U.S. marriage certificate and I-797 Application for Adjustment of Status



- *Documents must verify through the USCIS SAVE verification system*
- *Individuals with an immigration status of B-1, B-2, WB, WT, CP, or NC are not eligible for a Colorado document.*
- *Individuals with an expired USCIS document may be eligible for issuance if an appropriate I-797 Notice of Action is presented and verifies through SAVE.*



Residential Address - Bring ONE of the following:

- First class mail with dated postmark
- Credit card statement
- Insurance policy
- Rent receipt (not handwritten)
- Phone bill
- Bank statement
- Pay stub
- Utility bill
- Lease agreement/mortgage statement
- Vehicle registration/title



- *Document must show your name and current Colorado residential (not P.O. Box) address - including street address, city, and state.*
- *Document must be dated within 1 year.*

ii. FOR UNDOCUMENTED RESIDENTS

Identification Documents - Bring ONE of the following:

- Foreign passport
- Consular identification card
- Military identification document
- Colorado driver license/instruction permit/ID card (for renewal only)



- *Document must contain your full legal name, your date of birth, the date of issuance, the name of the country that issued the document, and a full facial photograph.*
- *Document must be unexpired or expired less than 10 years.*

Taxpayer Identification Number OR Social Security Number - Bring ONE of the following:

● For Individual Taxpayer Identification Number

- ITIN card (not laminated)
- Letter from the Internal Revenue Service
- Certified state tax return

OR

● For Social Security Number

- Social security card (not laminated)
- W-2 form
- 1099 form
- Pay stub

Colorado Residency - Bring ONE of the following:

- Proof of Colorado income tax return filing for the immediately preceding year

OR

- Documents demonstrating Colorado residency for:
 - Current residency
 - Residency from 1 year prior
 - Residency from 2 years prior



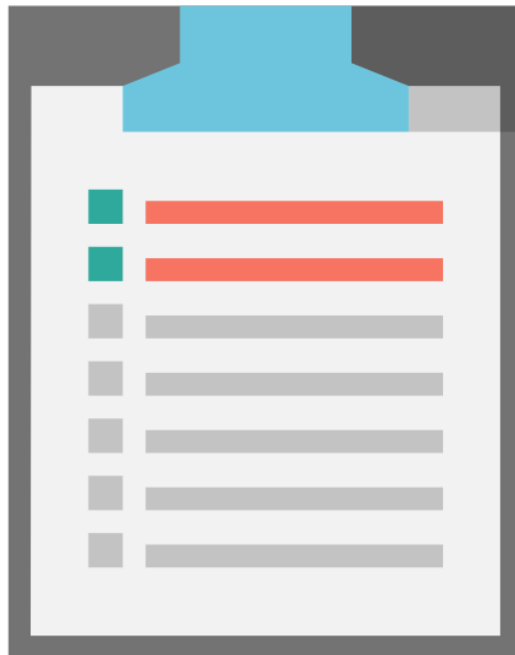
- *Document must contain a Department of Revenue certification stamp and signature.*

FOR UNDOCUMENTED RESIDENTS CONT.

Examples of documents that demonstrate Colorado residency:

- First class mail with dated postmark
- Credit card statement
- Insurance policy
- Rent receipt (not handwritten)
- Phone bill
- Bank statement
- Pay stub
- Utility bill
- Lease agreement/mortgage statement
- Vehicle registration/title

👁👁 - *Documents must show your name and current Colorado residential (not P.O. box) address - including street address, zip code, city, and state. Handwritten and electronic documents are not accepted for proof of residential address.*



iii. FOR U.S. CITIZENS & LAWFUL PERMANENT RESIDENTS



Identification Documents - Bring ONE of the following:

- Colorado driver license/instruction permit/ID card (unexpired/expired less than 10 years)
- Unexpired U.S. passport or U.S. passport card
- Unexpired ENHANCED out-of-state driver license/ID card (Available only from MI, NY, MN, WA, VT)
- Unexpired permanent resident card (I-1551)
- Certificate of naturalization/citizenship (Issued within 20 years)

OR

Bring ONE of the following:

- State- or county-certified U.S. birth certificate
- Consular report of birth abroad
- Certificate of naturalization/citizenship (issued 20+ years ago)
- Certified U.S. adoption order (with birth information)

AND

Bring ONE of the following:

- Colorado driver license/instruction permit/ID card (Expired less than 10 years)
- Out-of-state driver license/instruction permit/ID card (Expired less than 10 years)
- U.S. passport or U.S. passport card (Expired less than 10 years)
- Military ID/Common Access card (Expired less than 10 years)
- VA card (issued within 20 years)
- Bureau of Indian Affairs or Tribal ID with photo (issued within 20 years)
- Corrections ID card
- Parent or legal guardian with identity document and proof of guardianship (if under age 21)




FOR U.S. CITIZENS & LAWFUL PERMANENT RESIDENTS CONT.

Social Security Number - Bring ONE of the following:

- Social security card (not laminated)
- 1099 form
- W-2 form
- Pay stub

Residential Address - Bring TWO of the following:

- First class mail with dated postmark
- Credit card statement
- Insurance policy
- Rent receipt (not handwritten)
- Phone bill
- Bank statement
- Pay stub
- Utility bill
- Lease agreement/mortgage statement
- Vehicle registration/title

 - *Documents must show your name and current Colorado residential (not P.O. box) address - including street address, zip code, city, and state.*



iv. What If I Am Missing Documents?

If you are missing any of the required documents, be sure to give yourself enough time before scheduling your DMV appointment to obtain everything you need.

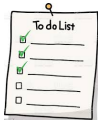


Missing an Identification Document?



Contact the consulate of your home country to get more information about obtaining an identification document. See **Appendix A** for a list of consulates and their contact information.

Need an Individual Taxpayer Identification Number (ITIN)?



An ITIN is your personal identifier in the US tax system. Visit <https://www.irs.gov/individuals/how-do-i-apply-for-an-itin> or call **1-800-829-1040** for the most accurate and up-to-date information about applying for an ITIN.

Need a Social Security Card?



If your Social Security card was lost or stolen and you need to replace it, visit <https://www.ssa.gov/myaccount/replacement-card.html> or call **1-800-772-1213** for the most accurate and up-to-date requirements.

If you are applying for your Social Security card for the first time, visit www.ssa.gov or call **1-800-772-1213** for the most accurate and up-to-date requirements. ***Required documents typically include:***

- A Form I-551 (Lawful Permanent Resident Card, Machine Readable Immigrant Visa); **or**
- An I-766 (Employment Authorization Document, EAD, work permit); **or**
- An I-94 (Arrival/Departure Record) or admission stamp in the unexpired foreign passport.

Need Proof of Residency or Address?



If you are experiencing homelessness or do not have an established residential address, proof of residency documents are not required if you provide a letter, from a homeless shelter or not-for-profit organization, certifying that you are homeless and are registered at the shelter.



Tell a shelter staff member that you need a residence letter for the DMV in order to get your ID.

The letter needs to be written on the shelter's letterhead and include

- The shelter or facility's name
- Address & telephone number
- Authorized staff signature
- Date
- The statement, "will accept delivery of mail for the customer."



Exceptions Processing



Individuals who cannot provide required documentation can request Exceptions Processing at their DMV appointment.

Other documents may be accepted through Exceptions Processing that would not be accepted through the standard process. Only specific DMV locations handle Exceptions Processing.



To find a DMV location for Exceptions Processing, and to see requirements, including required documentation, visit <https://dmv.colorado.gov/exceptions-processing>.

b. STEP 2: SCHEDULING DMV APPOINTMENT

You must schedule a DMV appointment ahead of time to apply for an SB251 Colorado ID. See **Appendix B** for a list of DMV offices currently offering SB251 services.



Call the DMV at **(303) 205-2335** between 8 a.m. and 5 p.m. to schedule an appointment.



You can reach out to a community organization to get help with scheduling and preparing for a DMV appointment. **Appendix C** lists community groups that partner with the DMV to help people obtain ID cards, free of charge.

c. STEP 3: PREPARING FOR & ATTENDING DMV APPOINTMENT



During your appointment, a DMV staff member will review your documents. Review the required documents sheets to make sure you bring your Identification Documents, ITIN or Social Security Number, and Proof of Residency documents. If you are unsure which documents are best, bring everything you have and the DMV will help sort it out!

i. Fees & Vouchers

DMV Fees



For U.S. Citizens, Permanent Residents, or Individuals Who Can Demonstrate Temporary Lawful Presence in the U.S:

- Identification Card (*under 60 Years Old*): \$12.67
- Identification Card (*over 60 Years Old*): FREE
- Driver License, renewal: \$30.87
- Instruction Permit: \$18.52



For Individuals Who Are Unable to Demonstrate Lawful Presence in the U.S:

- Identification Card: \$13.00
- Driver License: \$33.00
- Instruction Permit: \$21.00

Vouchers



Some community organizations provide vouchers to cover the cost of IDs (See **Appendix D**). If possible, try to call before you visit an organization because some may have specific eligibility requirements, a limited number of vouchers, or operate only during specific times. Tell them that you are in need of a voucher to obtain your ID.

4. Getting a Consular ID³

a. Overview of Consular ID



A Consular ID card is a document that some consulates issue for citizens of their country who reside abroad. Consular ID cards are accepted by many financial institutions as a form of identification.



To obtain a Consular ID card, you will need to contact your local consulate or embassy. Some consulates allow you to apply by mail, but some require an in-person appointment at one of their offices. Consulate contacts are listed in **Appendix A**.



Countries have different requirements for obtaining a Consular ID. Generally, you will need to provide:

- Original and copy of a passport
- Original and copy of a national ID

³ Consumer Action. (2007). Consular ID Cards. Retrieved from <https://www.consumer-action.org/downloads/english/ConsularIDCards.pdf>

- Original and copy of a birth certificate
- Proof of residence

b. Matrícula Consular for Mexican Citizens



If you are a Mexican citizen needing an ID, the Matrícula Consular is a good option. You will need to make an appointment to complete an application at any Mexican consulate in the United States. The card will cost \$30.

To find your closest consulate, visit www.embassyofmexico.org or call (202) 728-1600.

Denver Mexican Consulate:

<https://consulmex.sre.gob.mx/denver>

5350 Leetsdale Dr. Denver, Colorado 80246

(303) 331-1110

Documents: You will need to bring the following types of documents with you to obtain a Matrícula Consular.

- Proof of Nationality
- Proof of Identity
- Proof of Residence in the Consular District

3. Municipal ID Cards

Some cities have Municipal ID card programs to provide residents with photo identification in order to access certain services. Unfortunately, Denver does not currently have a Municipal ID program.

Cities with Municipal ID programs⁴:

- Detroit, Michigan - Detroit ID
- Chicago, Illinois - City Key Program

⁴ Government Technology. (2019). Municipal ID Card Programs Take Hold in U.S. Cities. Retrieved from <https://www.govtech.com/gov-experience/Municipal-ID-Card-Programs-Take-Hold-in-US-Cities.html>

- New Haven, Connecticut - Elm City Resident Card
- New York, New York - IDNYC
- Northfield, Minnesota - City ID
- Oakland, California - Oakland City ID
- Phoenix, Arizona - Phoenix City Services ID
- Providence, Rhode Island - IDPVD
- Richmond, California - Richmond City ID
- San Francisco, California - SF City ID Card

3. Shelter ID Cards

Most Denver shelters provide individuals with a photo ID access card, known as a Clarity Card, upon intake. You will need your access card each time you visit a shelter to receive services. There are no special requirements, nor proof of identification necessary to register.

The following shelters have confirmed that they provide and accept Clarity Cards:

Saint Francis Center

Intake Hours: Monday through Friday, 6:30 a.m. – 4:00 p.m. and Saturday, 6:30 a.m. – 1:00 p.m

Location: 2323 Curtis St., Denver, CO 80205

Denver Rescue Mission

Location: Lawrence Street Community Center 2222 Lawrence Street, Denver, CO 80205

Appendix A: Consulate Contacts

ARGENTINA - Matrícula Consular Argentina

www.embassyofargentina.us/espanol/consuladosargentinoseneeuu/consuladosargentinoseneeuu.htm

Embassy: (202) 238-6401

BRAZIL - Matrícula de Cidadão Brasileiro

www.brasilemb.org/consulado/consular_jurisdictions.shtml

Embassy: (202) 238-2828

COLOMBIA - Tarjeta de Registro Consular

www.colombiaemb.org/opencms/opencms/consulates/consulates.html

Embassy: (202) 387-8338

GUATEMALA - Tarjeta de Identificación Consular

www.guatemala-embassy.org/main.php?parent_id=7&id_area=109

Embassy: (202) 745-4952

GUINEA

www.guineaembassy.com

Embassy: (202) 986-4300

MALI - Carte d'Identité Consulaire

www.maliembassy.us

Embassy: (202) 332-2249

Consulate General of Mali in NY: (212) 737-4150

MEXICO - Mexican Matrícula Consular de Alta Seguridad

To find your consulate visit www.embassyofmexico.org

Embassy: (202) 728-1600

SENEGAL - Carte Consulaire

www.senegalembassy-us.org/enOurReps.htm

Embassy: (202) 234-0540 or (202) 234-0541

The following countries may offer alternative documents such as National ID cards:

DOMINICAN REPUBLIC

www.domrep.org

Embassy: (202) 332-6280

ECUADOR

www.ecuador.us/info/consulate.htm

Embassy: (202) 234-7200 ext. 224

EL SALVADOR

www.elsalvador.org/home.nsf/infoconsular

Embassy: (202) 265-9671

HONDURAS

www.hondurasemb.org

Embassy: (202) 737-2972/78

NIGERIA

Atlanta www.nigeria-consulate-atl.org

(770) 394-6261

New York www.nigeria-consulate-ny.org

(212) 850-2200

Embassy: (202) 986-8400

PAKISTAN

www.pakistanconsulateny.org

(212) 879-5800

PERU

www.consuladoperu.com/archivos/jurisdicciones.com

Information Hotline: (800) 535-3953

Embassy: (202) 833-9860/69

Appendix B: DMV Offices Currently Offering SB251 Services

- **Aurora** - 14391 E. 4th Ave. Aurora, CO 80011
- **Colorado Springs** - 2447 N. Union Blvd. Colorado Springs, CO 80909
- **Grand Junction** - 222 S. 6th St., Suite 111 Grand Junction, CO 81501
- **Lakewood Westgate** - 3265 S. Wadsworth Blvd., #3A, Lakewood, CO 80227
- **Durango** - 329-A S. Camino Del Rio Durango, CO 81303
- **Glenwood Springs** - 51027 Hwy 6 &, 24 Glenwood Springs, CO 81601
- **Lamar** - 3505 Main St, Lamar, CO 81052
- **Montrose** - 2305 S. Townsend Ave., Unit C, Montrose, CO 81401
- **Pueblo** - 827 W. 4th St. Pueblo, CO 81003
- **Alamosa** - 702 Del Sol Drive Alamosa, CO 81101
- **Fort Morgan** - 231 Prospect St., Fort Morgan, CO 80701

Appendix C: ID Assistance Community Groups

Denver Metro Area

Colorado Immigrant Rights Coalition

Monthly workshops at: 2525 W. Alameda Ave., Denver, CO 80219

For information, contact: 303-922-3344, email licenses@coloradoimmigrant.org or visit coloradoimmigrant.org

Sheridan School District #2

(Only for parents and students of Sheridan School District)

4150 S Federal Blvd., Englewood, CO 80110

For information, contact: 720-833-6867 or email dbarajasbravo@ssd2.org

Colorado Springs

Grupo Esperanza de Colorado Springs

1287 Lake Plaza Drive, Colorado Springs, CO 80906

719-243-1442

Castellanos.sh27@gmail.com

Southeast Colorado

Lamar Unidos

Monthly workshops at: Lamar Community Building at 610 S. 6th St., Lamar, CO 81052

For more information, contact: lamarunidos@gmail.com or [@lamar.unidos](https://www.facebook.com/lamar.unidos) on Facebook

Northern Colorado

Alianza Norco

Monthly workshop information can be found at: alianzanorco.org or [@AlianzaForImmigrantRights](https://www.facebook.com/AlianzaForImmigrantRights) on Facebook

For information, contact: 970-703-3945 or email alianzanorco@gmail.com

El Comite de Longmont

455 Kimbark St. Longmont, CO 80501

For information, contact: elcomite@elcomitedelongmont.org or call 303-651-6125

Center for Health Progress

815 E. Platte Ave. Fort Morgan, CO 80701

For information, contact: perla.rodriguez@centerforhealthprogress.org

Southern Colorado

Grupo Mayas De Pueblo Colorado Department of Revenue

Monthly workshops at: Pueblo History Museum 301 N Union Ave., Pueblo, CO

For more information, contact: grupomayasdepueblo@gmail.com or
[@grupomayaspuebloco](#) on Facebook

SLV Immigrant Resource Center

225 6th St., Suite B, Alamosa, CO 81101

719-587-5225 Ext 12

angelica@slvirc.org

Western Slope

Mesa County Public Library District

443 North 6th St., Grand Junction, CO 81501

970-683-2433

egarza@mcpld.org

Hispanic Affairs Project

1010 S. Cascade Ave Suite A1, Montrose, CO 81401

970-249-4115

elisa@hapgj.org

Companeros: Four Corners Immigrant Resource Center

701 Camino del Rio, Suite 319, Durango, CO 81301

970-375-9406

director@companeros.org

Mountain Dreamers

620 E. Main St., Frisco, CO 80443

401-314-9259

carlos@mountaindreamers.org

Neighborhood Navigators (Norma Gurrola)

Eagle County

970-331-1070

norma.gurrola@eagleschools.net, chikis138@live.com

Appendix D: Voucher Providers

Denver Metro Area

Metro Caring

1100 E. 18th Avenue, Denver, CO 80218
303-860-7200

The Action Center

8755 W. 14th Ave., Lakewood CO 80215
303-237-7704

Aurora Mental Health Center

1544 Elmira St., Aurora CO 80010
303-364-3481

Christ's Body Ministries

850 Lincoln St., Denver CO 80203
303-860-1272

Colfax Community Network

1585 Kingston St., Aurora CO 80010
303-360-9175

Colorado Coalition for the Homeless

2111 Champa St., Denver CO 80205
303-293-2217

Community Table (formerly Arvada Community Food Bank)

8555 W. 57th Ave., Arvada CO 80002
303-424-6685

The Delores Project

Women only

info@thedeloresproject.org

303-534-5411

Denver Works

929 29th St., Denver CO 80205
303-433-0300

Douglas/Elbert Task Force

1638 Park St., Castle Rock CO 80109
303-688-1114

Father Woody's Haven of Hope

1101 W. 7th Ave., Denver CO 80204
303-607-0855

The Gathering Place

Women only

1535 N. High St., Denver CO 80218

303-321-4198

Giving Heart Englewood

4358 S. Broadway, Englewood CO 80113

720-460-0953

Saint Francis Center

2323 Curtis St., Denver CO 80205

303-297-1576

Second Chance Center

9722 E. 16th Ave., Aurora CO 80010

303-537-5838

Urban Peak

Youth only

730 21st St., Denver CO 80205

303-974-2908

For vouchers in other areas of Colorado, please visit

<https://coloradoidproject.wordpress.com/vouchers/>