



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

## ACCEPTABLE DOCUMENTS LIST

To obtain an Ohio Temporary Instruction Permit Identification Card (TIPIIC), Driver License (DL), Commercial Driver License (CDL), Identification Card (ID), Motorcycle or Moped License, the applicant must present one primary and one secondary document or 2 primary documents to prove all of the following five elements: (1) legal first name, middle name OR middle initial, and current last name; (2) date of birth; (3) Social Security Number (SSN), if ever assigned; (4) U.S. citizenship OR U.S. legal presence; and (5) resident street address in Ohio. If the primary and/or secondary document does not establish the applicant's Ohio residence street address, the applicant shall present documents contained in the proof of residency list.

To obtain a duplicate of a TIPIIC, DL, CDL, ID card, Motorcycle or Moped license, the applicant must sign a statement that the original was lost, stolen, damaged, destroyed, suspended and confiscated, present one primary OR one secondary document, match the photograph on file and all five elements in the BMV system. If any of the five elements do not match the BMV system, the applicant must present an acceptable document to prove the mismatched element.

An Ohio TIPIIC, DL, CDL, ID card, Motorcycle or Moped license, either current or expired less than six months is sufficient proof of all elements for any BMV transaction (including co-signers) and no further proof is necessary.

Only original documents or a copy bearing an original certification by the issuing authority are acceptable. Uncertified copies or copies of certified documents are not acceptable. Failure to provide acceptable identification documents and proof of residency in Ohio shall result in the denial of the application.

The applicant's full legal name shall consist of the applicant's current first (given) name, middle name or middle initial, and last name (surname). If the primary and secondary documents presented do not establish the applicant's full legal name, or the names on the documents are inconsistent, the applicant shall present additional documents to establish the full legal name to the satisfaction of the registrar or deputy registrar. The following documents shall be acceptable for this purpose: a marriage certificate or marriage license; a certified copy of a decree of divorce, dissolution, or annulment of marriage; or a certified copy of a court ordered name change.

### **PRIMARY ACCEPTABLE DOCUMENTS**

**(Must include Date of Birth)**

- CERTIFICATE OF BIRTH - Either an original or certified copy, with a seal, and issued by an appropriate government agency
- CERTIFIED COPY OF COURT ORDER - Must contain the full name and date of birth of the applicant
- CONCEALED WEAPONS PERMIT – A valid Ohio issued permit with photograph
- DRIVER LICENSE - Any state, territory, or possession of the United States, with photograph, current or expired not more than six months
- MILITARY IDENTIFICATION - A valid United States military service or dependent identification document with photograph
- OFFENDERS RELEASE IDENTIFICATION CARD - Valid card issued by the Ohio Department of Rehabilitation and Correction or DYS Department of Youth Services; containing the person's photograph, name, date of birth and Social Security Number
- STATE ISSUED IDENTIFICATION CARD – Issued by any state, territory, or possession of the United States, with photograph, current or expired not more than six months
- STATE ISSUED LEARNERS PERMIT - Issued by any state, territory, or possession of the United States, with photograph, current or expired not more than six months
- UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICE (USCIS) DOCUMENTS - Must be an original and valid, or like documents issued by the successor agency to the USCIS
- VALID PASSPORT - A valid United States Passport or Passport Card, with photograph or a passport with photograph from another country accompanied by appropriate USCIS documents
- Any other genuine and reliable document approved by the BMV Registrar (not deputy registrar)

**NOTE:** Additional documentation may be required if the documentation provided is questionable. Contact must be made by Deputy Registrar to the BMV License Control Help Desk for more information

### **SECONDARY ACCEPTABLE DOCUMENTS**

**(Must include the Social Security Number (SSN) if not on the primary document)**

- BUREAU OF AMERICAN INDIAN AFFAIRS CARD or AMERICAN INDIAN TREATY CARD - Tribal Identification card is not acceptable
- CERTIFIED COPY OF A COURT ORDER – With or without the date of birth
- CREDIT CARD
- EMPLOYER IDENTIFICATION CARD - With photograph
- FOREIGN BIRTH CERTIFICATE - Accompanied by a translation by an approved translator if the birth certificate is not in English
- GUN PERMIT-With photograph
- HEALTH INSURANCE CARD – Current and valid
- INTERNAL REVENUE SERVICE OR STATE TAX FORM - Issued by the appropriate governmental agency within the last 3 years. W-2 forms are not acceptable
- MARRIAGE CERTIFICATE – Or marriage license
- MEDICAL RECORDS – From a doctor or hospital
- MILITARY DISCHARGE DOCUMENTATION – Military separation papers
- MOTOR VEHICLE TITLE – Vehicle Registration is not acceptable
- PILOT'S LICENSE
- PUBLIC ASSISTANCE BENEFIT CARD – Issued by a governmental agency
- SCHOOL RECORD OR TRANSCRIPT - Must be certified copy.
- SOCIAL SECURITY DOCUMENTATION – An official Social Security card or number identification (numident) printout issued by the Social Security Administration Metal card is not acceptable.

- STUDENT IDENTIFICATION CARD - With photograph issued by a recognized school or university.
- VOTER REGISTRATION CARD
- Any other genuine and reliable document approved by the BMV Registrar (not deputy registrar).

**NOTE:** Additional documentation may be required if the documentation provided is questionable. Contact must be made by Deputy Registrar to the BMV License Control Help Desk for more information.

### **PROOF OF U.S. CITIZENSHIP OR LEGAL PRESENCE**

- CERTIFICATE OF BIRTH - either an original or certified copy, with a seal and issued by an appropriate governmental agency of any state, territory, or possession of the United States
- A UNITED STATES PASSPORT
- A UNITED STATES PASSPORT CARD
- A NATURALIZATION DOCUMENT – issued by the United States
- Appropriate United States Citizenship and Immigration Services (USCIS) documents which are original and valid, or like documents issued by the successor agency to the USCIS showing the dates of legal presence

### **PROOF OF RESIDENCY IN OHIO**

If the primary and secondary documents presented do not establish the applicant's current Ohio resident street address, the applicant shall present additional documents containing the applicant's name and current address within Ohio to establish that address to the satisfaction of the registrar or deputy registrar. A post office box or other mail box address is not acceptable. The following documents shall be acceptable if the applicant's current Ohio residence street address is included in the document:

- Certification of residency from a nursing home or homeless shelter on a Certified Statement of Residency (BMV 2336) form
- Change of Address Card – Issued by the Ohio Bureau of Motor Vehicles
- Checking, savings account, and online bank statements within the last sixty days
- Child support check stub from Ohio Department of Job and Family Services
- Copy of federal or Ohio income tax return filing not more than eighteen months old, with proof of filing
- Court order of probation, order of parole, or order of mandatory release
- Current and valid premises liability, life insurance, or automobile liability policy OR card with address
- In the case of a dependent child, the BMV may accept a Certified Statement of Residency (BMV 2336) form from the child's parent or guardian, signed in the presence of a BMV official
- In the case of a married person, the BMV may accept a Certified Statement of Residency (BMV 2336) form from the applicant's spouse, signed in the presence of a BMV official. Proof of marital relationship is required
- Installment loan contract from a bank or other financial institution
- Major credit card statement or major retail store credit card statement with Ohio street address issued within the last 60 days
- Mortgage account or proof of home ownership
- Ohio BMV Vehicle Registration Mail-In Renewal Notice
- Ohio Certificate of Title
- Ohio resident hunting or fishing license, current or previous year
- Paycheck stub issued within the last six months
- Professional license issued by an Ohio governmental agency
- Property tax bill or receipt
- Public assistance check stub or food stamp card issued by a governmental agency, or letter on government agency letterhead, within the last 12 months
- Sales tax or business license
- School records
- Selective Service registration acknowledgement card
- Social Security Administration document with Ohio street address
- Transportation Security Administration (TSA) letter
- Utility bill (from an electric, telephone, water, sewer, cable, satellite, heating oil, or propane provider) issued within the last sixty days
- Valid concealed weapons permit
- Valid Ohio voter registration card
- Any other genuine and reliable document approved by the BMV Registrar (not deputy registrar)

**NOTE:** Additional documentation may be required if the documentation provided is questionable. Contact must be made by Deputy Registrar to the BMV License Control Help Desk for more information.