# Acceptable Document Table

# **Important Disclaimers:**

- This table is designed to provide driver license examiners/agents with documents required to PROVE LEGAL PRESENCE ONLY. For proof of identity, see section LR08 of the Driver License Operations Manual.
- This table is constantly changing. If you print the table, make sure you are using the most recent version. This can be done by comparing the revision date of your printed copy with the revision date of the table posted on the intranet site.
- Immigrants are required to provide proof of legal presence for original transactions and/or to meet Florida statute requirements (Incorporating provisions of REAL ID Act).
- Non-Immigrants are required to provide proof of legal presence on every issuance transaction.

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Immigrants Cards/Stamps		
Document	Description / Required Attachments	
I-551 / I-151 Card	Description Permanent Resident Card (Green Card)	
	<ul> <li>Required Documents</li> <li>Valid I-551 / I-151 Card or</li> <li>If the date is invalid, the applicant will need a receipt for I-90 from Department of Homeland Security (DHS) indicating they have applied for renewal of I-551 card. Al A#s are verified through SAVE.</li> </ul>	
	Length of DL/ID Issuance 8 Year License - 79 and Younger 6 Year License - 80 and Older 8 Year ID Card - 15 and Older 4 Year ID Card - 5 to 14 Years Old	
	<ul> <li>Comments</li> <li>Old I-551 cards without an expiration date are acceptable for driver license or identification card issuance.</li> <li>I-551 / I-151 cards containing the applicant's baby photo are acceptable; however, inform the customer that they should obtain a new card.</li> <li>An expired I-551/I-151 Permanent Resident Card may be used for license/identification card issuance if customer's immigrant status is verified through Verification of Lawful Status (VLS) system.</li> </ul>	
	Click here for a sample of I-551.	
I-551 / I-151 Stamp in Passport or I-94	Description Permanent Resident Stamp	
Passport or 1-94	Required Documents  I-551/I-151 stamp in passport or  I-551/I-151 stamp in I-94  Length of DL/ID Issuance (Regardless of expiration date of stamp):  Year License - 79 and Younger  Year License - 80 and Older  Year ID Card - 15 and Older	
	<ul> <li>4 Year ID Card - 5 to 14 Years Old</li> <li>Comments</li> <li>The I-551 stamp on a valid passport, the immigrant visa on the passport or the ADIT stamp will save as proof of status as Lawful Permanent Passident (LPP)</li> </ul>	

• The valid I-551 stamp on the valid passport must have the alien registration number.

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stamp will serve as proof of status as Lawful Permanent Resident (LPR).

If the date is expired, the applicant will need a receipt for I-90 from Department of Homeland Security (DHS) indicating they have applied for replacement I-551 card.

• If it has only eight digits, add a '0' in the front of it to make it nine digits.

Click here for a sample of I-551 stamp.

Immigrant Forms		
Document	Description / Required Attachments	
I-797 for I-90	Description This form is used to apply for a replacement I-551, when there is a name change, lost/stolen card, renewing an expired I-551, etc.  This form is NOT used for an applicant with a conditional resident card to remove conditional status.	
	Required Documents  • I-797 for I-90	
	Length of DL/ID Issuance 8 Year License - 79 and Younger 6 Year License - 80 and Older 8 Year ID Card - 15 and Older 4 Year ID Card - 5 to 14 Years Old	
I-797 for I-571	Description Travel Document/Refugee Travel Permit  Required Documents  Refugee Travel Document  Length of DL/ID Issuance  Second Volument	
	8 Year License - 79 and Younger 6 Year License - 80 and Older 8 Year ID Card - 15 and Older 4 Year ID Card - 5 to 14 Years Old	
I-797 for I-751	<b>Description</b> This form is used by persons who were issued a conditional resident (I-551) card for two years due to marriage to a United States Citizen (USC) or an E-5 investor. The I-751, when approved, will extend the validity of the I-551 for ten years.	
	Required Documents  I-797 for I-751 and  I-551 (conditional card)	
	Length of DL/ID Issuance 8 Year License - 79 and Younger 6 Year License - 80 and Older 8 Year ID Card - 15 and Older 4 Year ID Card - 5 to 14 Years Old	

# Comment

The I-751 can be submitted even after the conditional resident card has expired.

<b>Immigrant</b>
<b>Orders and Others</b>

Orders and Others	
Document	Description / Required Attachments
IJO for Adjustment to LPR	Description Immigration Judges Order (IJO) Granting Adjustment of Status to Permanent Resident (Must have A#)
	Required Documents  • IJO
	Length of DL/ID Issuance 8 Year License - 79 and Younger 6 Year License - 80 and Older 8 Year ID Card - 15 and Older 4 Year ID Card - 5 to 14 Years Old
	Comments Prosecutorial Discretion and Administrative Closures, see IJO in the Non-Immigrant Section.
Cancellation of Removal Proceedings	Description Notice of Hearing for Cancellation of Removal Proceedings (COR)
(EOIR 42A)	<ul> <li>Required Documents</li> <li>When COR is for Lawful Permanent Resident (LPR)</li> <li>Ask for Notice of Hearing (NOH).</li> <li>Ask for Alien Registration Number (A#) and request Document Validation Unit (DVU) confirmation that A# is confirmed as LPR by Homeland Security (DHS). If A # is not confirmed, deny issuance.</li> </ul>
	Length of DL/ID Issuance (When A# is confirmed) 8 Year License - 79 and Younger 6 Year License - 80 and Older 8 Year ID Card - 15 and Older 4 Year ID Card - 5 to 14 Years Old
	<ul> <li>Comments</li> <li>The hearing date must be at least 31 days after the date of application for license or identification card.</li> <li>When COR is for a Non-immigrant (filing an EOIR 42B) see Cancellation of Removal Proceedings in the Non-Immigrant Section.</li> </ul>
Order Granting Asylum (I-589)	Description This could be from an Immigration Judges Order (IJO) or USCIS through an I-797 Notice of Action.
	Required Documents  • Order Granting Asylum

- o Wording should clearly state Application for Asylum is granted.
- **They must have an Alien Registration Number (A#).**

#### Length of DL/ID Issuance

8 Year License - 79 and Younger

6 Year License - 80 and Older

8 Year ID Card - 15 and Older

4 Year ID Card - 5 to 14 Years Old

#### **Comments**

• Once an asylum applicant is granted asylum, and the applicant's **spouse and/or unmarried children under the age of 21** come into the country with a valid passport, it will be stamped as "Admitted as an Asylee". This means they are also fully granted an asylum status even on the date of entry.

#### Refugee

#### **Description**

All refugees will have an alien registration number (A#) and have a valid passport and/or I-94.

# **Required Documents**

- Valid Passport and/or
- I-94 with Refugee Stamp

#### Length of DL/ID Issuance

8 Year License - 79 and Younger

6 Year License - 80 and Older

8 Year ID Card - 15 and Older

4 Year ID Card - 5 to 14 Years Old

#### **Comments**

- This could be an I-797 or some other form from USCIS.
- The applicant's **spouse and/or unmarried children under the age of 21** come into the country with a valid passport; it will be stamped as "Admitted as a Refugee" or similar words indicating the same. This means they are also fully granted refugee status even on the date of entry.
- All refugees will be treated as lawful permanent residence for license or identification card issuance purposes.

Non-Immigrant Cards		
Document	Description / Required Attachments	
I-688B / I-766	Description Employment Authorization Document (EAD)  Required Documents  • Valid I-688B / I-766  Length of DL/ID Issuance Same as expiration date of document not to exceed one year from date of driver license or identification card issuance.  Comments  If the EAD card is expired, a license or identification card can only be issued if the customer provides a receipt notice (I-797 for I-765) showing they applied for a EAD renewal prior to the EAD card expiring.	

	Non-Immigrant Forms
	I OI IIIS
Document	Description / Required Attachments
I-94 Bermuda	Description An I-94 is an admission record of arrival/departure in the United States. Entry into the United States is authorized by a Department of Homeland Security, Customs and Border Protection (CBP) Officer.
	Required Documents  • Valid Passport & I-94
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
I-94 Global Entry	Description An I-94 is an admission record of arrival/departure in the United States. Entry into the United States is authorized by a Department of Homeland Security, Customs and Border Protection (CBP) Officer.
	Required Documents  • Valid Passport & Global Entry I-94
	Length of DL/ID Issuance Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
	Comments This is currently only issued for US Citizens, LPRs, persons from the Netherlands (Dutch countries) or Mexico.
	Click here for a sample of a Global Entry I-94.
I-94 CFA/FSM, CFA/PAL or CFA/RMI Stamp	Description An I-94 is an admission record of arrival/departure in the United States. Entry into the United States is authorized by a Department of Homeland Security, Customs and Border Protection (CBP) Officer.
(See Comments for expansion of acronyms)	Required Documents  • Valid Passport & I-94
	Length of DL/ID Issuance One year from date of driver license or identification card issuance.
	Comments Citizens of Palau, Federated States of Micronesia, and the Republic of Marshall Islands are non-immigrants but with authorization to stay permanently in the USA.

# I-94W ESTA

# (Electronic System for Travel Authorization)

#### **Description**

An I-94 is an admission record of arrival/departure in the United States. Entry into the United States is authorized by a Department of Homeland Security, Customs and Border Protection (CBP) Officer.

#### **Required Documents**

- Valid Passport and
- I-94W or
- ESTA Form (Electronic System for Travel Authorization)

# Length of DL/ID Issuance

- 90 days from date of entry indicated in the passport.
- Expiration date is stamped in passport.

#### **Comments**

- This ESTA form has already been placed into use by the CBP for 36 countries. This is a legitimate document and can be verified on the web. Verification, however, is not necessary by field offices except where there are obvious doubts.
- Do not issue for one year since expiration date on the ESTA Form is for a longer period.

Click on the link for a sample of an ESTA - I-94W.

#### I-797 for I-129

# **Description**

Application for a Non-Immigrant Worker

# **Required Documents**

• Valid Passport and I-94

#### Verify

- Date of Entry If none, ask them to get the date of entry stamped by DHS.
- Employer Name When applicant documents indicate a change of status such as B1B2 to H--1, F-1 to H-1, etc., ask for employment letter from petitioner. If petitioner and beneficiary are the same, refer to Document Validation Unit (DVU). If different from self, ask for employment letter.

# Length of DL/ID Issuance

Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

# **Comments**

- I-94 will sometimes be printed on the bottom of the I-797 for I-129 when the status is extended. The I-94 section from the bottom of the I-797 can be used by itself without the top of the I-797 or the passport.
- For all self-filers employing themselves, scan documents and send to DVU for verification.
- Application for extension of stay will be accepted if made prior to expiration date.

# I-797 for I-130 Pending

# **Description**

I-797-for I-130- Immigrant Petition for Relatives or Orphan

Petitioner is a U.S. Citizen or Lawful Permanent Resident.

# **Required Documents**

- Evidence of petitioner's status and
- Valid Passport and I-94 (I-94 may be expired) or
- DHS evidence of date of entry and duration of legal status and
- Documents showing relationship between petitioner and beneficiary such as:
  - o Marriage Certificate for spouse.
  - o Birth Certificate for siblings indicating same parents.
  - o Birth Certificate proving child parent relationship.
  - o Adoption papers when applicable.

#### Length of DL/ID Issuance

One year from date of driver license or identification card issuance.

#### Comment

- The duration of status may be expired as long as the I-130 was filed while in status.
- I-130 for immediate relatives may be over three years old (**immediate relatives** are spouse, parents, and unmarried minor children under 21 years old of USC only).
- I-130 for all other eligible relatives must be less than three years old to be accepted.

**Eligible relatives of US Citizens include**- unmarried children 21 years or older- married son or daughter any age - Your brother or sister (petitioner must be 21 or older).

Eligible relatives of Lawful Permanent Residents include – Spouse and unmarried children.

**Immediate relatives** who entered the United States legally and present a valid Passport, I-94 (may be expired) and a **pending** application for both the I-130 and I-485 can be issued a license or ID card, even if they did not file the I-130 and I-485 while in status.

In cases where the client may be in **removal proceedings** for an earlier application but has since become an immediate relative, an I-485 will not be necessary since the applicant can only file this when the I-130 is approved. The DL/ID can be issued based on the I-797 for the I-130 and the proof of the relationship as an immediate relative.

**Example**- customer presents a valid Passport and I-94 from Brazil, entered as a visitor (B2) on 12-10-2006, is now an overstay, married a US citizen and files the I-130 and I-485, customer can be issued a license or ID card with these two **pending applications** even though she did not file these forms while in status. Accept even if both applications have been filed separately. They do not have to be filed at the same time. This is allowed because she married a US citizen, which now makes her an immediate relative and came in to the US legally.

# I-797 for I-130 Approved

# **Description**

I-797-for I-130- Immigrant Petition for Relatives or Orphan

Petitioner is a U.S. Citizen or Lawful Permanent Resident.

# **Required Documents**

- Evidence of petitioner's status and
- Valid Passport and I-94 (I-94 may be expired) or
- DHS evidence of date of entry and duration of legal status and
- I-797 for I-130 and I-485

(documents will be accepted even if the forms were not filed while in status)

Check <a href="http://www.travel.state.gov/visa/bulletin\_1360.html">http://www.travel.state.gov/visa/bulletin\_1360.html</a> to confirm eligibility to file I-485 based on priority date. This check is not required for immediate relatives.

- Documents showing relationship between petitioner and beneficiary such as:
  - o Marriage Certificate for spouse
  - o Birth Certificate for siblings indicating same parents
  - o Birth Certificate proving child parent relationship
  - o Adoption papers when applicable.

## Length of DL/ID Issuance

One year from date of driver license or identification card issuance.

#### **Comments**

- I-130 and I-485 forms can be over three years old.
- If the I-130 was filed prior to April 30, 2001, (eligibility under 245I) person does not require proof of entry if I-485 has been filed.
- If I-485 was not filed, deny issuance.

# I-797 for I-140 Pending

#### **Description**

Immigrant Petition for Alien Worker

#### **Required Documents**

- Valid Passport and I-94 (I-94 may be expired) and
- Labor Certification and
- Letter from employer if different from original petitioner

Original / Renewal Driver License or Identification Card I-797 must be within three years of DL application. I-140 must have been applied for while in legal status.

For all self-filers employing themselves, scan documents and send to DVU for verification.

**Family member names must be listed** on page two of the I-140 application for the family members to be eligible for a license.

# **Length of DL/ID Issuance**

One year from date of driver license or identification card issuance.

# I-797 for I-140 Approved

# **Description**

Immigrant Petition for Alien Worker

# **Required Documents**

• Valid Passport and I-94 (I-94 may be expired)

If I-140 is approved; customer must present I-797 for I-485. If a Visa number is not available and an I-485 cannot be filed, customers may show other valid non-immigrant status such as a valid Employment Authorization Document (EAD), approved H1B or an application for H1B, or I-797 for I-129 while in status.

Check http://www.travel.state.gov/visa/bulletin/bulletin\_1360.html to confirm eligibility to file I-485 based on priority date.

Original/ Renewals Driver License or Identification Card

Customers must have a valid passport and I-94. Forms can be over 3 years. If the I-140 was filed prior to April 30, 2001, (eligibility under 245I), person does not require proof of entry if I-485 has been filed.

# **Length of DL/ID Issuance**

One year from date of driver license or identification card issuance.

# I-797 for I-360 Battered

**Spouse** 

# **Description**

Battered Spouse of Lawful Permanent Resident (LPR) or United States Citizen (USC)

# **Required documents:**

- I-797 for I-360 approved or
- I-797 for an I-360 pending must state "Prima Facie Case" has been established.
- Marriage certificate (only if available).

# Lawful entry is not a requirement.

#### **Length of DL/ID Issuance**

Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

# I-797 for I-360 Religious Worker

#### **Description**

Religious Worker

#### **Required Documents**

If a Minister, Certificate of Ordination in the denomination;

- The certificate must be over two years old.
- Must present valid passport and I-94 to indicate lawful entry.
- Filing of I-360 must be dated when I-94 was still valid.

If not a Minister, then they must show documents showing they are a member in the denomination for at least two years (These documents would have been presented with the application).

# Length of DL/ID Issuance Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance. I-797 for I-360 **Description** Widow or Widow or Widower of US Citizen Widower of US Citizen **Required Documents** • Copy of spouse's death certificate—death within two years of filing. Exception: If death was prior to Oct 28, 2009, then filing can be accepted until Oct 28, 2011. If death occurred after October 28, 2009, you have to file within two years. • Copy of evidence that spouse was a US citizen such as spouse's birth certificate, valid passport, Naturalization Certificate, etc. Copy of Marriage Certificate to citizen spouse. Lawful entry is not a requirement. Length of DL/ID Issuance Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance. Amerasian, Juvenile, Employee in the Panama Canal Zone, Physician, International I-797 for I-360 Organization Member, armed Forces member, Afghan/Iraq National Translator, Iraq Special **Immigrant** National working with U.S. Government in Iraq, Self-petitioning. Refer all of these cases to Document Validation Unit (DVU). I-797 for I-485 **Description** Application for adjustment of status to Lawful Permanent Resident **Required Documents** • Valid Passport or other acceptable USCIS document • I-797 showing approved I-130/140 or • K-1 classification (Fiancée of U.S. Citizen) or I-797 or other documents showing applicant classification which allows for adjustment of status. Length of DL/ID Issuance One year from date of driver license or identification card issuance. **Comments** The I-485 is a form to change status from a non-immigrant status to an immigrant status. This presumes that in most cases, supporting documents should include an I-130/I-140 approval, or other classifications where a person can petition for oneself. • An I-485 without any supporting documents is not acceptable.

# I-797 for I-485 Cuban Nationals

## **Description**

Application for Adjustment of Status to Lawful Permanent Resident

# **Required Documents**

- Proof of Cuban Nationality.
- Valid passport or other acceptable USCIS document.
- DHS documents indicating current lawful status.

# Length of DL/ID Issuance

One year from date of driver license or identification card issuance.

#### **Comments**

- An I-485 without any supporting documents is not acceptable.
- The Cuban Adjustment Act allows all Cubans who are eligible to file I-485 for LPR status.
- Only Cubans who are not yet U.S. citizens are eligible for benefits under the Cuban Adjustment Act.
  - o Relatives of Cubans who are Lawful Permanent Residents can file an I-485 without an I-130 under the Cuban Adjustment Act.
  - o Relatives of Cubans with U.S. citizenship must file an I-130/I-485.

#### I-797 for I-539

#### **Description**

Application to Extend or Change Non-Immigrant Status

#### **Required Documents**

- Valid Passport & I-94
- Date of Entry (DOE)

#### Length of DL/ID Issuance

Same as expiration date on document not to exceed one year from date of driver license or identification card issuance.

#### **Comments**

Must be filed while in status.

## I-797 for I-589

#### **Description**

This Form is Used to Apply for Asylum.

# **Required Documents**

- Valid Passport and I-94 (if available) or
- Other DHS document.
- I-589 was filed within 12 months of entry to this country or while in status.
- Notice to Appear or Notice of Hearing required for subsequent renewal of DL/ID.

The hearing date must be at least 31 days from the date of application for driver license or identification card. In such cases, an expired passport may be accepted due to the nature of the application.

If the applicant does not have passport or I-94, must have other supporting documents from DHS clearly indicating status at the time of entry.

# Length of DL/ID Issuance One year from date of driver license or identification card issuance. Comments If the customer has been granted asylee status, they are categorized as an immigrant. I-797 for I-765 **Description** This Form is used to Apply for Employment Authorization **Required Documents** • Valid /expired Employment Authorization Document (EAD) with I-797 for I-765 indicating application prior to expiration of EAD **Length of DL/ID Issuance** One year from date of driver license or identification card issuance. I-797 for I-821 **Description** Application for Temporary Protected Status (TPS) This application can only be made for countries designated by Secretary of DHS. To process, see TPS in the Non-Immigrant section. I-797 for I-914 **Description** Petition for a T Non-Immigrant Status **Required Documents** I-797 for an I-914 **or** I-797 for an I-914 ASC Fingerprint Notice with stamp indicating date when fingerprinted • Documents must have an Alien Registration Number (A#) **Optional Documents** • I-797 for an I-914 Supplement B (This is optional and only if available) **Important** The I-797 for I-914 receipt notice can only be accepted for issuance of DL/ID once. Subsequent issuances of DL/ID will be only with an I-797 for I-914 indicating approval. Length of DL/ID Issuance One year from date of driver license or identification card issuance Comments This form is used by victims of human trafficking who have suffered abuse. Lawful entry is not required. Many may receive their passports after entry and when filing for I-914. (Annually only 1100-1300 cases are filed nationally. Hence large volumes in our offices should be brought to our attention. Florida processes fewer than 50 in a year.)

# I-797 for I-918

## **Description**

Petition for a U Non-Immigrant Status

#### **Required Documents**

- Valid Passport and I-94 (if available) and
- I-797 for an I-918 (document must have an Alien Registration Number (A#) and
- Copy of supplement B (sensitive information regarding the applicant could already be blacked out from supplement B) **and**
- I-797 for an I-765

## Length of DL/ID Issuance

One year from date of driver license or identification card issuance.

#### **Comments**

- This form is used by victims of crimes who have suffered abuse and/or have information regarding criminal activity and are willing to assist our law enforcement in the investigation of such activities.
- Every U-Visa applicant must have an alien registration number assigned.
- Lawful entry is not required.
- They are entitled to a four-year Employment Authorization Document (EAD) and are eligible to adjust status with an I-485 after three years as a U-Visa holder.

Non-Immigrant Orders and Others		
Document	Description / Required Attachments	
Canadian Citizens	Canadians must provide proof of Canadian citizenship to be issued a Florida driver license or ID card by presenting a Canadian Birth Certificate, valid Canadian passport, Canadian Certificate of Citizenship or Canadian Naturalization, and an approved secondary identification.	
	Length of DL/ID Issuance One year from date of driver license or identification card issuance.	
Cancellation of Removal Proceedings (EOIR 42B)	Description Notice of Hearing for Cancellation of Removal Proceedings (COR) The hearing date must be at least 31 days later from the date of application for a driver license or identification card.	
	<ul> <li>Required Documents</li> <li>Employment Authorization Document (EAD) or</li> <li>In extenuating circumstances, we can accept a DHS receipt for an I-765 application along with Notice of Hearing (NOH) with a manager exception.</li> <li>When COR is for Lawful Permanent Resident (LPR), see Notice of Hearing Cancellation or Removal Proceedings in the Immigrant Section.</li> </ul>	
	Length of DL/ID Issuance One year from date of driver license or identification card issuance.	
Deferred Action for Children of Alien Minors (DACA)	Description  Deferred action is a discretionary determination to defer removal action of an individual as an act of prosecutorial discretion. Customers that fall under this process will not be removed from the United States for a two year period.	
	<ul> <li>Required Documents</li> <li>Employment Authorization Document (EAD) (only scan customer's EAD)</li> </ul>	
	Length of DL/ID Issuance Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.	
IJO Prosecutorial Discretion	Under a new initiative from the DHS, Immigration and Customs Enforcement (ICE) agents, their attorneys and the Director/Deputy Director of DHS are allowed to use their discretion to close cases and allow applicants currently in removal proceedings to remain in the country lawfully. This is a two-step process: The applicant's attorney and the prosecutors in ICE, etc., jointly file a motion to terminate the removal proceedings case. Then the motion is heard by an immigration judge and a Final Order is issued. The Final Order may be approved, granted, or denied.	

# In all such cases, we can issue the license/ID for one year upon receiving the following documents:

- Copy of Joint motion for termination and
- Original of the Final Order "granting" or "approving" the motion.

If the motion is denied, we will not process for issuance.

## Length of DL/ID Issuance

One year from date of driver license or identification card issuance.

# IJO Administrative Closure

Administrative closure or termination of a removal proceeding case implies that the case has not been proven by DHS to warrant removal and deportation, and the applicant can remain lawfully in the country. When a case is administratively terminated, we can issue the license/ID upon receiving the order terminating the case.

# **Required Documents**

- Notice to Appear for the removal proceeding and
- IJO Order administratively closing the case.

For Immigration Judges Order (IJO) Granting Adjustment of Status to Permanent Resident, see IJO in the Immigrant Section.

# Length of DL/ID Issuance

One year from date of driver license or identification card issuance.

# Order of Supervision

# **Description**

Issued to people who are ordered to be deported but, cannot be deported. This order grants the person proof of legal presence.

#### **Required Documents**

- Order of Supervision (I-220A or I-220B) with photograph and date of birth
  - Must have Alien Registration Number (A#)
  - o Date of Birth (DOB) can be hand written
  - Document providing name of supervisor and frequency of reporting and next reporting date.

If the I-220A or B does not have date of birth, see section LR08 of the Driver License Operations Manual for a list of documents that can be used to meet identification requirements.

# Length of DL/ID Issuance

One year from date of driver license or identification card issuance.

#### **Comments**

Order of Supervision with DOB and photograph serve as proof of legal presence and identification. Secondary document is required.

# Invitational Travel Order (ITO) for International Military Student (IMS)

Bearer is a military person invited under North Atlantic Treaty Organization (NATO) rules. He or she will have no other document, such as an I-94 or valid passport. ITO for IMS with an ID from his/her home country is sufficient.

ITO is a three-page document with personal details of the bearer. The last item specifies end date of training. Item 11(e) lists number of days authorized in this country after training. The end date of training, added to leave days, equals maximum period of DL or ID issuance.

# Length of DL/ID Issuance

Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

	Non-Immigrant Classifications with I-94
Document	Description / Required Attachments
A-1	Ambassador, Diplomat or Consular Official or Family
	Customers with an "A" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009
	Required Documents Valid Passport
	<ul> <li>Length of DL/ID Issuance</li> <li>A Florida Learner's License can be issued without the Non-Eligibility Letter.</li> <li>A full Class E license cannot be issued to a customer with an A-1 classification.</li> <li>An identification card can be issued.</li> <li>D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.</li> </ul>
A-2	Other Government Official or Family
	Customers with an "A" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009
	Required Documents Valid Passport
	<ul> <li>Length of DL/ID Issuance</li> <li>A Learner's License can be issued without the Non-Eligibility Letter.</li> <li>A full Class E license cannot be issued to a customer with an A-2 classification unless the customer presents a letter from the Department of State indicating they are allowing state government to issue a license.</li> <li>An identification card can be issued without a letter from the Department of State.</li> <li>D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.</li> </ul>

A-3	Personal Employee of A-1 or A-2
	Customers with an "A" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
B-1	Temporary Visitor for Business
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
B-2	Temporary Visitor for Pleasure
	Required Documents Valid Passport
	Length of DL/ID Issuance
	D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
B1B2	Temporary Visitor for Business or Pleasure
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
C-1	Alien in Transit Not Entitled to Issuance

C-2	Alien in Transit to United Nations (UN)
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S at UN Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
C-3	Foreign Government Official, Family Member or Employee in Transit
	Not entitled to issuance
D	Crew member for Sea or Air
	Not entitled to issuance
E-1	Treaty Trader, Spouse of or Child of
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
E-2	Treaty Investor, Spouse of or Child of
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
E-3	National of Australia in a Specialty Occupation, Spouses and Children Accompanying or Following to Join Principal Alien
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
F-1	Student
	Required Documents Valid Passport and I-20

# Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance. • OPT - Expiration date of I-20 or OPT (whichever is later) + 60 days. (OPT – Optional Practical Training) F-2 **Spouse or Child of Student Required Documents** Valid Passport Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance. Same as Principal F-1 F-3 Canadian or Mexican Commuter Student **Required Documents** Valid Passport and I-20 Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance. • OPT - Expiration date of I-20 or OPT (whichever is later) + 60 days. (OPT – Optional Practical Training) G-1 Principle Resident Representative of Recognized Foreign Government to International **Organization or Family Required Documents** Valid Passport Customers with a "G" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices. An identification card can be issued without the "Non-Eligibility Letter". See bulletin 016/2009 **Length of DL/ID Issuance** D/S, Same as expiration date of document, not to exceed one year from date of driver license

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or identification card issuance.

# G-2 Other Representative of Recognized Foreign Government to International Organization or family

# **Required Documents**

Valid Passport

Customers with a "G" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.

An identification card can be issued without the "Non-Eligibility Letter".

See bulletin 016/2009

#### Length of DL/ID Issuance

D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

# G-3 Representative for Non-Recognized Non-member for Member Government to International Organization or Family

#### **Required Documents**

Valid Passport

Customers with a "G" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.

An identification card can be issued without the "Non-Eligibility Letter".

See bulletin 016/2009

# Length of DL/ID Issuance

D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

# G-4 International Organization Officer or Employee, or Immediate Family

# **Required Documents**

Valid Passport

Customers with a "G" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.

An identification card can be issued without the "Non-Eligibility Letter".

See bulletin 016/2009

#### Length of DL/ID Issuance

D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

G-5	Personal Employee of G-1 through G-four
	Required Documents Valid Passport
	Customers with a "G" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
H1A	Registered Nurse
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
H1B	Alien in Specialty Occupation (Professional)
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
H2A	Temporary Worker Performing Agricultural Services
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
H2B	Temporary Worker Performing Other Services
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

H-3	Trainee
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
H-4	Spouse or Child of Alien Classified as H1A/B, H2A/B or H4
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
I	Representative of Foreign Media, Spouse and Child
	<ul> <li>Required Documents</li> <li>Valid Passport and</li> <li>If I-94 is over three years old, require a letter dated within the previous 90 days from employer on official letter head stating that applicant is still a valid employee.</li> <li>Length of DL/ID Issuance</li> </ul>
	D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
J-1	Exchange Visitor
	Required Documents  • Valid Passport and  • DS2019
	<ul> <li>Length of DL/ID Issuance</li> <li>D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.</li> <li>Expiration date of DS2019 or equivalent +30 days.</li> </ul>
J-2	Spouse or Child of J-1
	Required Documents  Valid Passport and DS2019
	Length of DL/ID Issuance D/S, Same as principal J-1

K-1	Fiancée of United States Citizen
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance
	<ul> <li>Comments</li> <li>K-1 applicant must get married within 90 days from date of entry to remain in the U.S.</li> <li>To get a one year license, must also show receipt for I-485 filing and marriage certificate.</li> <li>Must get married to petitioner of K-1.</li> <li>Name will be as in Visa page of passport until I-551 is issued.</li> </ul>
K-2	Child of K-1
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
K-3	Alien Spouse of United States Citizen awaiting the availability of an immigrant visa returning to the U.S.
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
K-4	Minor (under 21) Child of Alien Spouse of United States Citizen, awaiting the availability of an immigrant visa
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
L-1	Intra-Company Transferee
	Required Documents Valid Passport

	Length of DL/ID Issuance
	D/S, Same as expiration date of document, not to exceed one year from date of driver license
	or identification card issuance.
L-2	Spouse or Child of Intra-Company Transferee
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
M-1	Vocational or Other Non-Academic Student
	Required Documents  • Valid Passport and  • I-20
	<ul> <li>Length of DL/ID Issuance</li> <li>D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.</li> <li>OPT - Expiration date of I-20 or OPT (whichever is later) + 60 days</li> </ul>
	(OPT – Optional Practical Training)
M-2	Spouse of M-1
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as Principal M-1
M-3	Canadian or Mexican Vocational Student
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
N-8	Parent of SK-3 International Organization Special Immigrant.
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

N-9	Child of N-8 or of SK-1, SK-2, or SK-4 International Organization Special Immigrant.
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
0-1	Alien with Extraordinary Abilities in Science, Arts, Education, Business or Athletics
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
O-2	Temporary Worker Accompanying or Assisting Alien with O-1 Classification
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
O-3	Spouse or Child of O-1 or O-2
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
P-1	Internationally Recognized Athlete or Entertainment Group Member
	Required Documents Valid Passport
	<b>Length of DL/ID Issuance</b> D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
P-2	Artist or Entertainer in a Reciprocal Exchange Program
	Required Documents Valid Passport

	Length of DL/ID Issuance
	D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
P-3	Artist or Entertainer in a Cultural Exchange Program
	Required Documents Valid Passport
	<b>Length of DL/ID Issuance</b> D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
P-4	Spouse or Child of P1, P2 or P3
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
Q-1	Temporary Worker in an International Culture Exchange Program
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
R-1	Alien in a Religious Occupation
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
R-2	Spouse or Child of R-1
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S. Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

TN	NAFTA Professional
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
TD	Spouse or Child of NAFTA Professional
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
V-1	An Eligible Spouse Under Life Act of an Alien Lawfully Admitted for Permanent Residence Waiting For More Than Three Years
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
V-2	An Eligible Child Under Life Act of an Alien Lawfully Admitted for Permanent Residence waiting For More Than Three Years
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
V-3	A Child of either, if Eligible to Accompany or Follow to Join Principal Alien Lawfully Admitted waiting For More Than Three Years
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

NATO	Military Member of North Atlantic Treaty Organization (NATO) Forces
	Required Documents  Valid Passport  Military ID
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
NATO1	Principal Permanent Representative of Member State to North Atlantic Treaty Organization (NATO) Resident in the US and Family
	Customers with a "NATO" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter". See bulletin 016/2009
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
NATO2	Other Representative of Member State to North Atlantic Treaty Organization (NATO)
	Customers with a "NATO" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
NATO3	Official Clerical Staff to North Atlantic Treaty Organization (NATO) Representative
	Customers with a "NATO" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009

	Required Documents
	Valid Passport
	Length of DL/ID Issuance
	D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
NATO4	Official of North Atlantic Treaty Organization (NATO) or Immediate Family
	Customers with a "NATO" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009 Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
NATO5	Expert, Other than North Atlantic Treaty Organization (NATO) Member Immediate Family
	Customers with a "NATO" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
NATO6	Member of a Civilian Component of North Atlantic Treaty Organization (NATO)
	Customers with a "NATO" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter".
	See bulletin 016/2009
	Required Documents Valid Passport

	Length of DL/ID Issuance
	D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
NATO7	Personal Employee of North Atlantic Treaty Organization (NATO) 5/6 or Immediate Family
	Customers with a "NATO" classification must have a "Non-Eligibility Letter" from the Department of State authorizing the customer to seek motor vehicle services at our offices.
	An identification card can be issued without the "Non-Eligibility Letter". See bulletin 016/2009
	Required Documents Valid Passport
	Length of DL/ID Issuance D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
TWOV	Transit without Visa
	Not entitled to issuance
Parolee	Persons admitted temporarily who may otherwise be inadmissible.
	Required Documents
	Parolee Stamp
	Must have Alien Registration Number (A#)
	Length of DL/ID Issuance
	D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.
	Comments
	<ul> <li>Only valid Parolee documents are accepted.</li> <li>All parole cards/letters must have expiration date and be valid.</li> </ul>
Temporary Protected Status (TPS)	Countries (or parts thereof) that are currently designated for TPS must show evidence of applying with DHS such as a receipt notice. Application must be filed while in status. (If A12 appears on the valid Employment Authorization Document (EAD) under "category", additional evidence of TPS is not required):
	<ul> <li>Required Documents</li> <li>Passport &amp; I-94 (if available) or</li> <li>Date of Entry Document (based on country designation) and</li> <li>I-797 for I-821 and</li> <li>I-797 for I-765</li> </ul>
	El Salvador: Must be a continuous resident in U.S. since prior to February 13, 2001. Currently designated through September 9, 2013.

**Haiti:** Must be a continuous resident in U.S. since prior to January 12, 2011. Currently designated through January 22, 2014.

TPS Haiti applicants can be renewed for a period of one year when an EAD card expiring July 22, 2011 is presented. Document requirements will simply be an expired EAD card.

Honduras: Must be a continuous resident in U.S. since prior to January 5, 1999. Currently designated through July 5, 2013.

**Liberia**: Extended to March 31, 2013 (DED Granted Country)

Nicaragua: Must be a continuous resident in U.S. since prior to January 5, 1999. Currently designated through July 5, 2013.

Somalia: Must be a continuous resident in U.S. since prior to September 16, 1991. Currently designated through March 17, 2014.

Sudan: Must be a continuous resident in U.S. since prior to October 7, 2004. Currently designated through May 2, 2013.

**South Sudan**: Must be a continuous resident in U.S. since prior to **November 3, 2011.** Currently designated through **May 2, 2013**.

**Syria:** Must be a continuous resident in U.S. since prior to March 29, 2012. Currently designated through September 30, 2013.

#### Length of DL/ID Issuance

D/S, Same as expiration date of document, not to exceed one year from date of driver license or identification card issuance.

Note: If the EAD has automatically been extended, proof of EAD renewal is not required. Check TPS country information for extension status.

#### WB Visa Waiver Program Visitor for Business

#### **Required Documents**

Valid Passport

# **Length of DL/ID Issuance**

90 days – from the date admitted into U.S.

# WT Visa Waiver Program Visitor for Pleasure

#### **Required Documents**

Valid Passport

#### Length of DL/ID Issuance

90 days – from the date admitted into U.S