



DOCUMENT REQUIREMENTS (photo copies are not acceptable)

Renewal of a driver license or ID card (must have a star in upper right corner). If your license or ID doesn't have a star please follow the directions below for a new license or ID card:

1. South Dakota driver license or ID card (with star in upper right corner)
2. Two documents proving your residential address (must be less than one year old)
3. Non-US citizens and transfers from other states must provide proof of lawful status in the U.S. (such as U.S. certified birth certificate, valid U.S. passport/passport card, certificate of citizenship/naturalization, permanent resident card, employment authorization card, or foreign passport with visa/I-94)
4. If your name has changed you will need to provide proof of the name change (marriage certificate, divorce decree, or court order)

For information about online renewal (available every other renewal period) go to www.dps.sd.gov

Replacement of a South Dakota driver license or ID card (had a star in upper right corner):

1. U.S. certified birth certificate, valid U.S. passport/passport card, certificate of citizenship/naturalization, valid permanent resident card, valid employment authorization document, or foreign passport with U.S. visa/I-94
2. Second document proving identity (such as social security card, W-2 form, military ID, tribal ID, or other document approved by examiner)
3. Two documents proving your residential address (must be less than one year old)
4. Name Change: If you need to change your name from what was on your last license or ID you will need to provide proof of the name change (marriage certificate, divorce decree, or court order)

To request a duplicate online (once per renewal period) go to www.dps.sd.gov. Name changes cannot be done online.

New South Dakota driver license or ID card (includes transfer from another state*)

1. **One document proving your date of birth, identity and lawful status or presence. If possible, select a document that has your current full legal name to avoid documenting any name change.**
 - Valid, unexpired U.S. passport or U.S. passport card
 - Certified copy of a birth certificate issued by a state of the United States. It must be a certified copy and have the stamp or raised seal of the issuing authority. A hospital-issued certificate is not acceptable. A certified birth certificate issued by Puerto Rico must be certified as being issued on or after July 1, 2010.
 - Consular Report of Birth Abroad issued by the U.S. Department of State (Form FS-240, DS-1350 or FS-545)
 - Certificate of Naturalization (Form N-550, N-570 or N-578)
 - Certificate of Citizenship (Form N-560, N-561 or N-645)
 - Unexpired Permanent Resident Card (Form I-551)
 - Unexpired Employment Authorization Document (Form I-766).
 - Record of Arrival and Departure (I-94) with attached photo and stamped "Temporary Proof of Lawful Permanent Resident"
 - Record of Arrival and Departure (I-94) stamped "Refugee," "Parolee" or "Asylee"
 - Unexpired foreign passport accompanied by the approved I-94 documenting applicant's most recent admittance into the United States
 - Valid foreign passport stamped "Processed for I-551"
 - Permit to Reenter the United States (I-327)
 - Refugee Travel Document (I-571)

*Transfer of a federally compliant driver license or ID from another state requires the documents listed under "Renewal of a driver license or ID card (must have a star in upper right corner)" above.

2. **Check your name.** Is your current full legal name different from the name listed on the identity document you are providing in step 1? Were you previously issued a South Dakota driver license or ID card with a name different from that listed on the identity document in step 1? **If you answered yes to one or both of the questions above, you must document your name change. If not, go to step 3.**

To document your name change, bring documents that connect the name on the identity document you selected to your current full legal name. Select the documents you will use (this can be more than one if needed to connect the name listed on your identity document to your current name). Certified marriage certificate

- Court order under petition for name change
- Court order for name change in a divorce decree or decree of annulment
- Court order for name change in a decree of adoption

Any marriage certificate must be issued by the state office of vital statistics or equivalent agency in your state or country of marriage. It must be a certified copy and have the stamp or raised seal of the issuing authority. A church, chapel or similarly issued certificate is not acceptable.

Any court order must contain your prior full legal name, your court-ordered full legal name and your date of birth; and be stamped with the official court seal (date stamps and file stamps are not the official court seal). Photocopies and faxes are not acceptable.

3. Document your Social Security number (SSN). Select one document you will use that contains your current name and SSN. (We are unable to accept any document except what is listed below, including Medicare cards)

- Social Security card (the social security card stub or metal cards are not acceptable)
- W-2 form
- Social Security Administration 1099 form
- Non-Social Security Administration 1099 form
- Pay stub or statement with your name and full Social Security number on it
- I am a temporary foreign national not authorized for employment. (You do not have to document a SSN, but South Dakota will verify your USCIS number. Make sure you are not authorized for employment. If you are eligible for employment but do not have a SSN, you are required to obtain and present one.

4. Two documents proving your residential address (less than one year old). A parent's proof of address is acceptable for a minor child.

- Utility bill
- Pay stub or earnings statement
- Rent receipt
- Phone bill
- Transcript or report card from accredited school
- Bank statement
- Mortgage document
- Tax document
- Homeowners/rent's insurance policy
- Other items with your address can be reviewed by the examiner
- If you are unable to provide proof of residency please see a list of address exceptions on our website at www.dps.sd.gov or call 1-800-952-3696
- Mail with post office box addresses are acceptable in areas not assigned a street or 911 address

Veterans

Veterans who have been honorably discharged from the military have the option of adding the word "Veteran" to the front of their South Dakota driver license or identification card. In addition to the documents listed above, they will need to present one of the following:

- DD-214 form which shows their honorable discharge status from active duty
- Present a certificate signed by a county or tribal veteran's service officer verifying their status
- DD Form 2 (Retired)
- DD Form 2A (Reserve Retired)

Note to current or new CDL applicants: If you are required to carry a medical examiners certificate (aka DOT medical card) you must show a valid card at the driver exam station.

If you are unable to obtain any of the required documents please contact our office to see if exceptions are available:

E-mail: DPSPicensingInfo@state.sd.us (please include your first and last name)

Phone: 1-800-952-3696

Website Address: www.dps.sd.gov

Address: South Dakota Driver Licensing Program, 118 W. Capitol Ave., Pierre, SD 57501