**LAWFUL IDENTITY AND AGE**

**What if my name is different than what is listed on my proof of identity?**

You will need to present one or more of the following documents that show a clear trail of name changes.

- Marriage Certificate (s)
- Divorce Decree (s) must list previous name
- Adoption Records
- Court Order (s) for name change

*Must be original or certified copies*

**One (1) of the following:**

1) United States Original or Certified Copy of Birth Certificate * issued by that state's Vital Statistics
2) US Passport or US Passport card (both must be valid)
3) Affidavit of Birth issued by any Federally recognized Tribal Nation’s Vital Records
   **Not all tribes are Federally recognized**
4) Foreign Passport (must be valid) including:
   - I-551 Stamp or
   - US Visa affixed accompanied by the approved I-94 form documenting the applicant’s most recent admittance into the US (valid and verified by SAVE)
5) Consular Report of Birth abroad issued by US Dept. of State forms:
   - FS-240,
   - DS-1350
   - FS-545
6) Documents issued from Department of Homeland Security or US Citizenship & Immigration Services
   - Permanent Resident Card I-551
   - Certificate of Naturalization DHS N-550 N-570
   - Certificate of Citizenship DHS N-560 N-561
   - Valid Employment Authorization I-766 I-688B
   *Must verify through Systematic Alien Verification for Entitlements System (SAVE)
7) Real ID Act of 2005 Driver’s License or ID Card plus 1 of the following:
   - Unexpired immigrant or nonimmigrant visa status for admission into the US
   - Pending or Approved application for asylum in the US
   - Admission into the US as a refugee
   - Pending or approved application for temporary protected status in the US
   - Approved deferred Action Status
   - Pending application for the adjustment of status to legal permanent resident or conditional resident
   - Conditional permanent resident alien status
   - Other documents as DHS may designate by notice published in the Federal Register

***Documents presented must be valid and unexpired.***

**Identification Number**

One (1) of the following:

1) Social Security Card
2) W2 Form
3) SSA-1099
4) Non-SSA 1099
5) Paystub
6) Foreign Passport w/visa and I-94
   *must be valid & unexpired

**Documents in this category presented as proof of your Social Security Number must include the full and complete Social Security Number**

***All documents presented must be Original or Certified Copies***

****All documents must be legible. Faded, torn or taped documents that obscure required information cannot be accepted****

**Proof of Residency**

Two (2) of the following and MUST include applicants name and physical NM address:

- Real property rental or purchase agreement
  *Must be current*
- Local Property Tax Document
  *Must be most current issued by County Assessor*

The following documents must be dated within 60 days:

- Utility Bill which includes water, gas, electric, propane, internet, cable, satellite (does not include cell phone bills)
- Bank, Credit Card or Mortgage Monthly Statement
- Employment Pay stub
- Education Institution Document which include a transcript, report card or enrollment confirmation
- City, County, State, Tribal or Federal document attesting to NM residency
- NM Medical Assistance Card with letter from issuing agency that came with card showing name and address or profile print out from issuing agency or benefit award letter showing current benefits
- NM Public Assistance Card with letter from issuing agency that came with card showing name and address or profile print out from issuing agency or benefit award letter showing current benefits
- Document evidencing eligibility and proof that the applicant is currently receiving services from a non-profit organization qualified pursuant to Section 501 (C) (3) of the Federal IRS Code of 1986 provided the document displays the applicant’s physical address.

The following documents dated within 6 months and be unexpired:

- Insurance Bill, Card or Binder

*If you are presenting a binder you must be the policy holder
**Home, health, life, auto, homeowners and renter’s policies are acceptable.

For Applicants under the age of 18

- Document indicating membership in a NM religious organization issued by that organization
- Document indicating membership in a NM sports organization issued by that organization
- Affidavit from the applicants parent or guardian stating the applicant lives with that person as long as the affidavit is accompanied by the parent/guardian’s NM Driver’s License/ID Card if the parent has an out of state credential the parent must present 2 proofs of NM physical residency along with the affidavit.
  *This affidavit can be completed at MVD*  

**Documents showing only a PO Box or HC Address cannot be used**

***Printed paperless statements are acceptable****If you are married you can present proofs of residency in your spouse’s name along with the marriage certificate.
**A  Lawful Identity and Age**

**National Center for Health Statistics** – To obtain an original or certified copy of a birth record for each state/territory, visit the National Center for Health Statistics's website at [https://www.cdc.gov/nchs/w2w/index.htm](https://www.cdc.gov/nchs/w2w/index.htm).

**New Mexico Vital Records** – For an original or certified copy of a birth record, contact the Department of Health (DOH), New Mexico Vital Records website at [https://nmhealth.org/about/erd/bvrhs/vrp/](https://nmhealth.org/about/erd/bvrhs/vrp/). Approximately cost per copy is $10.00. Expedited services are available at an additional cost.

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Physical Address</th>
<th>Toll Free Telephone</th>
<th>Santa Fe Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 25767</td>
<td>1105 S. St. Francis Drive</td>
<td>1-866-534-0051</td>
<td>505-827-0121</td>
</tr>
<tr>
<td>Albuquerque, NM 87125</td>
<td>Santa Fe, NM 87505</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Navajo Nation Office of Vital Records** – For a Navajo Affidavit of Birth, contact the Navajo Office of Vital Records.

**Mailing Address**: P.O. Box 9000, Window Rock, AZ 86515  **Telephone**: 928-871-6386

**Marriage and Divorce** – For an original or certified copy of a marriage license or divorce decree, contact the county clerk's office in the county where the marriage license or divorce decree was issued - cost will vary.

**U.S. Department of State Bureau of Consular Affairs** – For questions about your U.S. Passport or your Consular Report of Birth Abroad (CRBA), visit the U.S. Department of State Bureau of Consular Affairs website at [https://travel.state.gov/content/travel.html](https://travel.state.gov/content/travel.html). You may also contact them by phone: 1-877-487-2778 / 1-888-874-7793 (TDD/TTY). If you're outside the US or need information regarding a Foreign Passport, please contact the nearest U.S. Embassy or Consulate.

**Note:** United States Passport Verification System (USPVS) - Passport documents are matched by the MVD to the Department of Homeland Security's (DHS) records database.


**Note:** Verification of Lawful Status (VLS) - Immigration documents are matched by the MVD to the records found in the Department of Homeland Security (DHS) Systematic Alien Verification for Entitlements (SAVE) system.

**B  Identification Number**

**Social Security Administration (SSA)** - For information about how to change or correct your name on your Social Security number card, visit the SSA website page: [https://faq.ssa.gov/lcs/support/kbanswer.asp?QuestionID=3749](https://faq.ssa.gov/lcs/support/kbanswer.asp?QuestionID=3749).

For questions about your Social Security Number, visit the SSA website at [https://www.ssa.gov/agency/contact/](https://www.ssa.gov/agency/contact/).

You may also call SSA toll-free at 1-800-772-1213, (TTY) 1-800-325-0778 or call your local SSA office.

You may also contact any other entity that provides the documents you need to correct your name and/or ID number.

**Note:** Social Security Online Validation (SSOLV) - Social Security Numbers are validated by the MVD with the Social Security Administration SSOLV.

**C  New Mexico Residency**

To correct your name or physical/residential address, contact the entity that manages the documents you need.