

Unaccompanied Youth Obtaining Identification

Unaccompanied youth frequently do not have important identification documents. However, there are legal pathways available for accessing these documents.

Types of Identification Documents:

1. Birth Certificate:
 - a. Long form or official birth certificate
 - i. Generated at the time of birth, this certificate includes all necessary information to prove identity or citizenship.
 - b. Short form birth certificate
 - i. This birth certificate is not always accepted as proof of identity or citizenship, and may be missing signatures and parent details.
2. Social Security Card:
 - a. Social Security Cards contain the nine digit number needed to get a job, collect social security benefits, and apply for certain government services.
3. State ID:
 - a. An Illinois State ID is a widely accepted form of identification useful for applying for government benefits, registering for school, and more.

If the youth has no current ID, work in this order:

1. First apply for a Medical Card online if the youth doesn't already have it because that information is verified through electronic databases
2. Next, obtain the birth certificate because it requires the fewest supporting documents. The request will be processed within 5-7 business days.
3. Social Security Card: The card should be mailed within 10 business days.
4. State ID: A temporary ID will be issued immediately, a permanent ID will be mailed within 30 days.

Obtaining a birth certificate:

1. Requesting the document:
 - i. ***If a youth is experiencing homelessness on their own (not with their parent or legal guardian) and they are under 18 years old, they likely need an attorney to obtain their birth certificate for them. Contact the Chicago Coalition for the Homeless, (312) 641-4140**
 - b. In person: Birth certificates can be obtained from the Cook County Bureau of Vital Records if that's where the youth was born, or from the Illinois Department of Public Health Division of Vital Records.
 - c. Online: Birth certificates can be requested via VitalCheck Network Inc.
 - d. Through mail:
 - i. In Cook County, mail the Cook County "Birth Record Request Form," a check made out to "Cook County Clerk," and a photocopy of applicant's photo-ID to:

Bureau of Vital Records
PO Box 641070
Chicago, Illinois 60664-1070

- ii. Outside of Cook County, send the “Application for Search of Birth Record Files” form to the State of Illinois, a check made out to “IDPH,” and a photocopy of applicant’s photo-ID to:
Illinois Department of Public Health Division of Vital Records
925 East Ridgely Avenue
Springfield, Illinois 62702-2737.

2. Materials and information needed to apply:

- a. Name of parents on the birth certificate:
 - i. Mother/co-parent: Full name on the birth certificate and maiden name.
 - ii. Father/co-parent: Full name on the birth certificate (if the father/co-parent is listed on the birth certificate).
 - iii. If adopted, names of adoptive parents at the time of adoption.
- b. Full name, place of birth and date of birth on the birth certificate that is being requested.
- c. Money:
 - i. \$15 if requesting a long form birth certificate;
 - ii. \$10 if requesting a short form birth certificate;
 - iii. \$0 if the youth was born in Cook County (provision will expand to all Illinois, Jan. 1, 2018), meets one of the following criteria, and can provide verification from human services, legal services, or other similar agencies (form online "Birth Records Request Form – Form A3"):
 - 1. Released from prison within the past 90 days;
 - 2. Currently homeless; or
 - 3. Currently living in a domestic violence shelter.
 - iv. *If currently incarcerated, submit a dated copy of prison intake/offender summary sheet containing the applicant’s photo.
 - v. *If released from prison within the past 6 months, submit a copy of release papers, AND a prison photo ID.*** Note that if the applicant’s driver’s license has an extension sticker on the back, BOTH sides of the license must be submitted.
- d. If the youth wasn’t recently released from prison, experiencing homelessness, or staying in a domestic violence shelter, proof of ID including:
 - i. Valid driver’s license or State ID card;
 - ii. U.S. or foreign passport;
 - iii. U.S. Naturalization Certificate;
 - iv. U.S. Immigration card (resident alien card);
 - v. Military Identification Card or U.S. Selective Service Card; or
 - vi. Consulate Identification Card (matricular/tarjeta); OR
 - *Matricula Consular cards are acceptable is issued after October 2006. If a Matricula Consular card was issued before October 2006 the applicant must provide the card AND one of the documents above showing current address.

- vii. TWO of the following forms of identification:
 - 1. School identification card with photo;
 - 2. Public Aid medical card;
 - 3. Social Security card or printout;
 - 4. Current W-2 form;
 - 5. Current bank statement from within 90 days;
 - 6. Checkbook or savings book with the youth's name and address;
 - 7. Work identification card;
 - 8. Traffic ticket before court hearing;
 - 9. Native American tribal document;
 - 10. Temporary visitor driver's license;
 - 11. Car registration card;
 - 12. V.A. Medical Card; or
 - 13. Bank statement from within 90 days.
- e. Written Request:
 - i. If a legal representative is requesting a birth certificate for a youth, the legal representative* must produce a written request.
 - 1. *A legal representative includes:
 - a. An attorney acting on behalf of the youth;
 - b. An individual authorized by the power of attorney;
 - c. A court-appointed representative;
 - d. An individual with notarized authorization to obtain the birth certificate; or
 - e. Any other individual approved by the State Registrar as a legal representative of the person named on the birth certificate.
 - 2. If the birth certificate is being requested by a legal adult not named on the birth certificate; the legal adult named on the birth certificate must write and sign a request certifying someone else to obtain the birth certificate.

Obtaining a Social Security Card:

- 1. Applying:
 - a. Complete the SS-5 Form "Application for a Social Security Card."
 - b. An unaccompanied youth may sign the form on their own behalf.
 - c. The form must be mailed to or dropped off at the youth's local Social Security office.
- 2. Materials and information needed to apply (one document can apply to more than one category):
 - a. **Proof of Citizenship*:**
 - i. If U.S. Citizen Born in the U.S.
 - 1. U.S. Birth Certificate; or
 - 2. U.S. passport.
 - ii. If Foreign Born U.S. Citizen
 - 1. Certification of Report of Birth (DS-1350);

2. Consular Report of Birth Abroad (FS-240, CRBA);
 3. U.S. passport; or
 4. Certificate of Citizenship (N-560/N-561).
- iii. If Not a Citizen
1. Lawful permanent resident card (I-551);
 2. Employment authorization document (I-766);
 3. Arrival/Departure record (I-94);
 4. Admission stamp in a valid foreign passport;
 5. Certificate of Eligibility for Nonimmigrant Student Status (I-20) if the youth is an F-1 or M-1 student; or
 6. Certificate of Eligibility for Exchange Visitor Status (DS-2019) if the youth is a J-1 or J-2 exchange visitor.

***Note this is only required if the applicant has not established their citizenship with the Social Security Administration.**

b. Proof of Identity* including:

i. If U.S. Citizen:

1. U.S. passport;
2. State non-drivers identification card;
3. Adoption decree;
4. Doctor, clinic, or hospital record;
5. Religious record;
6. School daycare center record; or
7. School Identification card.

ii. If Not a U.S. Citizen:

1. Permanent Resident Card (I-551)
2. Arrival/Departure Record (I-94) & valid foreign passport;
3. Employment Authorization Document (I-766); or
4. Any of the Identity documents listed under “i. If U.S. Citizen Born in U.S.”

***Any Proof of Identity document must contain a child’s name and identifying information such as date of birth or parents’ names. If a Proof of Identity document lacks a recent photo, it must include thorough identification information.**

c. Proof of Work Eligibility*

i. All Noncitizen applicants must provide:

1. Arrival/Departure record (I-94); or
2. Admission stamp in a valid foreign passport showing a class of admission that allows work.

ii. F-1 Students with a work permit:

1. Document from “i. All Noncitizen applicants must provide”; AND
2. Employment authorization document (I-766).

iii. F-1 Students authorized for curricular practical training

1. Document from “i. All Noncitizen applicants must provide”; AND
 2. Certificate of Eligibility for Nonimmigrant Student Status (I-20) with employment page completed and signed by school official.
- iv. F-1 Students eligible to work at their school campus
1. Document from “i. All Noncitizen applicants must provide ”; AND
 2. Signed letter from school official identifying the youth, confirming their status in school and identifying their employer or type of work; AND
 3. Recent pay slip OR a signed letter from employer identifying the youth, their job, their employment start date, the number of hours per week they work and the supervisors name and phone number.
- v. J-1 Students, student interns or international visitor
1. Document from “i. All Noncitizen applicants must provide ”; AND
 2. Employment authorization document (I-766) if the youth has one; AND
 3. Signed letter from the youth’s sponsor stating the youth is authorized for employment on the sponsor’s letterhead.
- * Work eligibility only needs to be proved if the youth is NOT a U.S. Citizen.**
- d. Proof of Age*
- i. Birth certificate.
 - ii. If the birth certificate cannot be obtained within 10 days then the following may be acceptable:
 1. Religious record from before age 5 showing date of birth;
 2. U.S. hospital record of birth;
 3. U.S. or foreign passport; or
 4. DHS issued document with the youth’s age on it.
- *Proof of Age is only needed if the youth was never given a Social Security number and is applying for the first time.**
- e. Proof of lack of Social Security* number
- i. If the youth lived outside the U.S.:
 1. Current or previous passport;
 2. School and/or employment records; or
 3. Any other record showing the youth lived outside of the U.S. for a long time.
 - ii. If the youth lived in the U.S.:
 1. Records of school attendance; or
 2. Copies of tax records indicating no Social Security number was assigned.
- *Proof of lack of Social Security number is only needed if the youth was never given a Social Security number and is applying for the first time.**

Obtaining an Illinois ID Card:

1. Applying:

- a. The youth must visit an Illinois Driver Services facility and bring a document from each of these four categories (details below):
 - ii. "Proof of Written Signature"
 - iii. "Proof of Date of Birth"
 - iv. "Proof of Social Security Number" and
 - v. "Proof of Illinois Residency"
 - vi. If the youth is applying for a replacement or renewal State ID card they only have to bring documents from the "Proof of Written Signature" category and, if they are changing their official address, the "Proof of Residency" category.
 - vii. One document can be used for more than one category.
 - viii. The youth can fill out the "Homeless Status Certification Form (DSD A 230)" if it is signed by a representative from an organization providing housing or other services. This form will waive the \$10 fee for an Illinois ID card but must be notarized. The form also establishes "Proof of Illinois Residency."
 - ix. The youth will receive a temporary ID valid for 45 days upon applying.
 - x. Within 30 days the permanent ID will be mailed to the youth or the representative who completed the Homeless Status Certification Form. The youth is required to pick up the ID within 60 days or it must be mailed back.

2. Materials needed to apply:

a. Money:

- a. Original State ID: \$20.00
- b. Original State ID if under 18: \$5.00
- c. Duplicate State ID: \$10.00
- d. Basic Driver's License: \$30.00
- e. Driver's License if between ages 18 and 20: \$5.00
- f. Driver's License if between ages 69 and 80: \$5.00
- g. Driver's License if age 87 and above: FREE

b. Proof of Written Signature, one of the following:

- a. Driver's education certificate;
- b. Valid U.S. or foreign passport;
- c. Social Security Card;
- d. Canceled Check from the applicant written within 90 days;
- e. CDTP Certification Form;
- f. Court Order;
- g. Major brand credit card or debit card;
- h. I-551 with Valid Passport;
- i. I-766 with valid passport;
- j. I-94 with valid passport;

- k. Military Service Record (DD214) or U.S. Military ID card, or U.S. Military driver's license; or
 - l. Driver's license (does not have to be Illinois), Commercial Learner's Permit Card, State or Government ID *Temporary versions are acceptable.
- c. Proof of Date of Birth, one of the following:**
- a. Certified grade school, high school or college transcript;
 - b. Naturalization certificate;
 - c. Valid U.S. passport;
 - d. Social Security award letter (if the youth is the primary beneficiary on the letter);
 - e. U.S. passport card;
 - f. U.S. visa;
 - g. Adoption records;
 - h. U. S. birth certificate;
 - i. Court order (change of birth date);
 - j. Military Service Record (DD214) or U.S. Military ID card, or U.S. Military driver's license;
 - k. I-551 with valid passport;
 - l. I-766 with valid passport;
 - m. I-797A with valid passport;
 - n. I-94 with valid passport;
 - o. Foreign passport or birth certificate*; or
 - p. Current Illinois driver's license or ID card.
- *Applicants who use a foreign passport or birth certificate must bring a second item from this list proving date of birth.
- d. Proof of Social Security Number ("SSN"), one of the following:**
- a. Social Security card from SSA;
 - b. Social Security award letter (if the youth is the primary beneficiary on the letter);
 - c. Military Service Record (DD214) or U.S. Military ID card, or U.S. Military driver's license;
 - d. Illinois driver's license record; or
 - e. Illinois ID card record.
 - f. ***if the applicant does not have a SSN, and is applying for a Temporary Visitor Driver's License, the applicant needs a declaration on the TVDL application that the applicant at time of application was ineligible for a SSN**
- e. Proof of Illinois Residency, one of the following:**
- a. Any documents from above that have full name and residence address will meet the Residency requirement;
 - b. Certified grade school, high school, or college transcript;
 - c. Letter on official school letterhead from within 90 days;
 - d. Report card from grade school, high school or college;

- e.** Medical claim or statement of benefits from within 90 days;
- f.** Official mail from a State, County, City or Village, or Federal Government agency if it is addressed to the youth at their current address;
- g.** Pay stub or electronic deposit receipt;
- h.** Tuition invoice in youth's name from college if received within 12 months of application;
- i.** Bank statement in youth's name from within 90 days;
- j.** Official electronic statement from within 90 days; or
- k.** Canceled check in youth's name from within 90 days.