



Michigan Immigrant Rights Center
3030 S. 9th St., Suite 1B
Kalamazoo, MI 49009
Tel: (269) 492-7196
Fax: (269) 492-7198
www.MichiganImmigrant.org

October 5, 2016

Michigan Department of Civil Rights
Cadillac Place
3054 West Grand Boulevard, Suite 3-600
Detroit, MI 48202
MDCRServiceCenter@michigan.gov

BY REGULAR AND ELECTRONIC MAIL

Re: **Complaint of Discrimination by [REDACTED] against Michigan Department of State**

Dear Michigan Department of Civil Rights Investigator:

This office represents [REDACTED]. An Authorization for Release of Information signed by [REDACTED] is attached.

[REDACTED] is a United States Citizen (USC). He automatically became a USC by operation of law following his adoption from abroad in 2005 by his USC parent pursuant to the Child Citizenship Act of 2000 (Public Law 106-395). He properly registered to vote in advance of and voted in the March 8, 2016, presidential primary and was issued a voter identification card by the Michigan Department of State, a copy which is attached. However, when he appeared at the Secretary of State's office in Kalamazoo, Michigan, to obtain a State Identification Card on September 28, 2016, he was wrongly advised both by staff and the local branch manager that he was not a USC. He was specifically (and wrongly) advised that he was not eligible to vote. [REDACTED] father, [REDACTED] was present during this incident and is available to provide information to the Department. He attempted to provide copies of U.S. State Department documents which explain the basis for Hilton's citizenship.

Although he apparently lacked what the Secretary of State deems proof of United States Citizenship, [REDACTED] application for a State Identification Card was accepted and is apparently being processed. However, Secretary of State staff insisted that his identification card be issued with the name that appears on his original I-551 Permanent Resident Card issued by the Department of Homeland Security, "[REDACTED]" rather than his legal name, [REDACTED].

[REDACTED] was advised that he must apply for a U.S. passport or Certificate of Citizenship in order to "become a citizen." Again, the Department of State staff insisted that [REDACTED] was not a U.S. citizen and could not vote until he obtained one of those particular forms of proof of citizenship. [REDACTED] father explained that the high cost of those documents had been a deterrent. In fact, neither photo identification nor documentary proof of U.S. citizenship is actually required under Michigan law to effect voter registration or actually vote.

We are not currently in a position to know how a similarly situated U.S.-born USC without proof of citizenship deemed acceptable to the Department of State would have been treated as a matter of policy or practice. However, what if, for example, as part of an application for a State Identification Card, a person indicated that his only proof of citizenship was his U.S. birth certificate and it had been lost or



destroyed? It seems highly unlikely that Department of State staff would insist that the individual was not a citizen and must not vote until he or she obtained new or additional proof of citizenship.

Incorrect information and advising about an individual's citizenship status can have frightening implications and serious consequences. First, **had he not been confident in the fact of his citizenship or sought independent counsel about his citizenship status and received a correct legal assessment, his vote would have been suppressed in the upcoming election and perhaps indefinitely.** This is particularly true because of the fact that unlawful voting by a noncitizen can be grounds for deportation. So, without a correct assessment, someone in [redacted]'s position might have been too fearful to pursue the recommended additional proof of his citizenship.

Immediate attention to this matter is required to ensure that [redacted] is able to vote without incident – given past concerns raised by the Secretary of State regarding noncitizen voting, we have some concern that steps might be taken by the Department of State to deregister [redacted]. **We are seeking clear and timely assurances prior to the November 8, 2016, election that no effort will be made to disturb his registration.**

In addition, [redacted] is seeking the issuance of a state identification card in his correct legal name, [redacted]. As part of this request, we would urge examination of the Department of State's current policies with respect to delayed foreign birth certificates, adoption documents, and legal name changes which take place following acquisition of citizenship and final adoption decrees. In addition, we would urge examination of the Michigan Vital Records Agency's policy referenced in the Department of State's document "Applying for a License or ID," that document itself, and the supplement to it. There is a distinct lack of clarity in that document about how documents relating to adoptions of foreign-born children will be handled when the adoption took place in a state other than Michigan. The supplemental document also fails to provide a meaningful legal justification for the Department of State's unwillingness to accept Delayed Foreign Birth Certificates (or similar documents from other U.S. states) as proof of citizenship in cases where those documents do contain sufficient facts to establish acquired citizenship or can be combined with other reliable documents. For example, in this case, the "Certification of Birth Facts" issued by the State of Wisconsin, the Order for Adoption, and the I-551 Permanent Resident Card establish all of the requirements for automatic acquisition of U.S. citizenship by operation of law:

- 1) Both of [redacted]'s adoptive parents are U.S. citizens by birth (Certification of Birth Facts)
- 2) [redacted] was under age 18 when he was adopted after the effective date of the Child Citizenship Act (Certification of Birth Facts and Adoption Decree)
- 3) [redacted] entered the U.S. as a Lawful Permanent Resident in category IR-4 (I-551)
- 4) [redacted]'s adoption was full and final on February 24, 2006 and he had lived at that time with his adoptive parents since April 3, 2005. (Certification of Birth Facts and Adoption Decree)

The Elliott-Larsen Civil Rights Act forbids discrimination by state agencies on the basis of national origin and provides for full and equal enjoyment. Treating U.S.-born USCs differently than foreign-born USCs who acquired citizenship by operation of law differently even when both groups are able to provide documents issued by U.S. states which, on their face, contain sufficient information to establish U.S. citizenship is national origin discrimination. Similarly, refusal to recognize a Delayed Foreign Birth Certificate, adoption decree, or similar documents as proof of a legal name change when other, U.S.-born U.S. citizens are permitted to submit similar documents following, for example, marriage or divorce, is national origin discrimination. The willingness of a state agency to indefinitely place higher

burdens on a particular group of U.S. citizens long after their automatic acquisition of citizenship is national origin discrimination.

I may be reached at the address and telephone number above and at susanree@michiganimmigrant.org and his father [REDACTED], a witness, reside at [REDACTED] can be reached at [REDACTED] but I request as his representative that contact with him be made through my office.

Thank you for your attention to this matter.

Sincerely,



Susan E. Reed
Attorney at Law

Enclosures



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 3030 S. 9th St., Suite 1A
 Kalamazoo, MI 49009
 Tel: (269) 492-7196
 Fax: (269) 492-7198
 www.michiganimmigrant.org

AUTHORIZATION FOR RELEASE OF INFORMATION

To: Michigan Department of Civil Rights
 Michigan Department of State

Re: ID / voter registration / complaint of discrimination

Name: _____
 DOE: _____
 SSN: _____

I, _____ hereby authorize and request you, or any person associated with you or designated by you, to furnish the Michigan Immigrant Rights Center (MIRC) any and all records, documents, reports or information which they request concerning: State ID / voter registration /
Complaint of Discrimination

I authorize the filing of this complaint with the
Michigan Department of Civil Rights

Please furnish them with such records and reports as they may request to examine or copy and answer any questions which they might have concerning the information you may provide.

A photocopy of this authorization shall be considered as effective and valid as the original.

10/5/16
 Date

 Signature

 Printed Name





SAVE THIS RECEIPT.

MICHIGAN VOTER REGISTRATION APPLICATION

- IMPORTANT NOTICES -

TO REGISTER TO VOTE YOU MUST BE: A United States citizen; at least 18 years of age (by election day); and a resident of Michigan and the city or township where you are applying to register to vote.

VOTER I.D.: Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a Voter I.D. card within three weeks, contact your clerk. Save your receipt until you receive your Voter I.D. card.

NOTE: If you register to vote, the office where you submit your registration application will remain confidential and will be used only for voter registration purposes. If you do not wish to register to vote, your decision not to register will remain confidential and will be used only for voter registration purposes.

11/13/2015

Voter Jurisdiction

[Print](#) [Email](#)

FAQ: Child Citizenship Act of 2000

[Collapse All](#)

Q: Overview

The Child Citizenship Act of 2000 allows certain foreign-born, biological and adopted children of American citizens to acquire American citizenship automatically. These children did not acquire American citizenship at birth, but they are granted citizenship when they enter the United States as lawful permanent residents (LPRs).

Q: What Are the Requirements of the Child Citizenship Act of 2000?

The child must meet the following requirements:

- Have at least one American citizen parent by birth or naturalization;
- Be under 18 years of age;
- Live in the legal and physical custody of the American citizen parent; and
- Be admitted as an immigrant for lawful permanent residence.

In addition, if the child is adopted, the adoption must be full and final.

Q: What Is the Effective Date of the Child Citizenship Act?

The effective date of the Child Citizenship Act is February 27, 2001. Children who met these requirements on that date automatically became American citizens. Children who were 18 years of age or older on that date did not acquire American citizenship from the Child Citizenship Act of 2000.

Q: What Happens When the Child is Adopted in the United States?

A child who enters the United States on an IR4 visa (to be adopted in the United States) will acquire American citizenship when the adoption is full and final in the United States.

Q: How Does a Child Show Lawful Permanent Residence?

A child who has lawful permanent residence (LPR status) will have a permanent resident card (green card). Another way to show LPR status is the I-551 stamp in the child's passport. This stamp shows the child has entered the United States on an immigrant visa and/or has been admitted as a lawful permanent resident.

Q: Must the Child Get a Certificate of Citizenship?

You do not have to apply for a certificate of citizenship for your child. If you want to apply for a certificate, please go to [How to Get a Certificate of Citizenship for your Child](#) for instructions.

Q: How Does the Child Get a Passport Under the Child Citizenship Act?

You will need the following when the child applies for a passport:

- Proof of the child's relationship to the American citizen parent. For the biological child of the American citizen this will be a certified copy of the foreign birth certificate (and translation if not in English). For an adopted child, it is a certified copy of the final adoption decree (and translation if not in English);
- The child's foreign passport showing the Bureau of Citizenship and Immigration Services in the Department of Homeland Security (USCIS) I-551 stamp in the passport, or the child's permanent resident card (green card);
- Proof of identity of the American citizen parent(s)
- Passport application, passport photographs and fees. Go to [UPassport ServicesU](#) for forms and full instructions.

Q: Can My Child Get a Birth Certificate (Consular Report of Birth Abroad or CROBA) from the Embassy or Consulate?

No. Only a child who acquired citizenship at birth can get a birth certificate from an embassy or consulate.

Q: What Are the Other Provisions of the Child Citizenship Act?

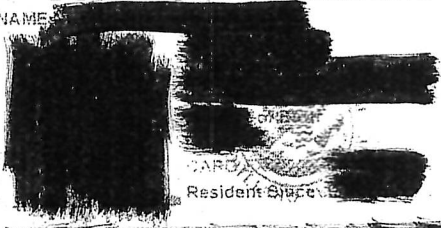
Another section of the Child Citizenship Act provides that children (biological or adopted) of American citizens who are born and reside abroad, and who do not become American citizens at birth can apply to the Bureau of Citizenship and Immigration Services in the Department of Homeland Security (USCIS) for a certificate of citizenship if the following conditions are met.

- At least one parent of the child is an American citizen by birth or naturalization.
- The American citizen parent has been physically present in the United States for a total of at least five years, at least two of which are after the age of 14. If the child's American citizen parent cannot meet the physical presence requirement, it is enough if one of the child's American citizen grandparents can meet it.
- The child is under the age of eighteen.
- The child lives abroad in the legal and physical custody of the American citizen parent and has been lawfully admitted into the United States as a nonimmigrant.

Children who acquire citizenship under this new provision do not acquire citizenship automatically. They must apply to the Bureau of Citizenship and Immigration Services in the Department of Homeland Security (USCIS) and go through the naturalization process.

PERMANENT RESIDENT CARD

NAME



fingerprint
not
available



STATE OF WISCONSIN, CIRCUIT COURT, RACINE COUNTY

ENTERED
For Official Use

FILED

FEB 24 2006

RACINE CIRCUIT COURT
PROBATE DIVISION

IN THE INTEREST OF

Order for Adoption

Child
 Adult

[Redacted]
Name

[Redacted]
Date of Birth

Case No. 2006-10

THE COURT FINDS:

1. The petitioner, [Redacted]

- a relative.
- a stepparent.
- the proposed adoptive parent(s) with whom the child has been placed

Name

CAROL A. MILLS, Register in Probate,
County, State of Wisconsin, do hereby
certify that this document is a true and correct
copy of the original on file and of record in
my office.

2. The child has lived with the petitioner since (date) April 3, 2005

18th day of Mar, 2008
CAROL A. MILLS, REGISTER IN PROBATE

3. The guardian consents to this adoption.

[Signature], Deputy

4. The recommendation and written report of _____
has been filed.

Agency

5. The child is suitable for adoption. The petitioner is a fit and proper person of reputable standing in the community with the ability to maintain and support this child. The adoption is in the best interests of the child.

6. All legal requirements concerning this adoption have been met.

7. The adoptive parent(s) has requested that the birth certificate not be changed.

(For adult adoptions, this is the only finding necessary.)

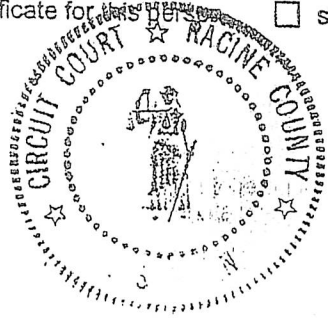
8. This is an adult adoption. All legal requirements have been met.
The petitioner's name is _____

IT IS ORDERED:

1. The Petition for Adoption is granted.

2. The name of this person shall be changed to [Redacted]

3. The birth certificate for this person shall shall not be changed.



BY THE COURT:

[Signature]
Signature of Circuit Judge

Richard J. Krew
Name Printed or Typed

February 24, 2006
Date

- Distribution:
- 1. Court - Original
 - 2. Adoptive Parents(s)

CERTIFICATION OF BIRTH FACTS

LOCAL FILE NUMBER Vol. 366 Page 127
STATE FILING DATE April 05, 2006
STATE FILE NO. 148-FB004815

1. CHILD NAME: (First, Middle, Last)		2. SEX Male	3. DATE OF BIRTH: (Month, Day, Year)
4. PLACE OF BIRTH: (City/Place, Country)			
5. MOTHER'S MAIDEN NAME: (First, Middle, Last)			
7. MOTHER'S CURRENT NAME: (First, Middle, Last)			
9. FATHER'S NAME: (First, Middle, Last)		10. DATE OF BIRTH: (Month, Day, Year)	
12. COUNTY OF RESIDENCE RACINE		13. STATE REGISTRAR'S SIGNATURE <i>John Kiesow</i>	
8. STATE OF BIRTH: (If not USA, name country)		11. STATE OF BIRTH: (If not USA, name country)	
6. DATE OF BIRTH: (Month, Day, Year)		14. DATE FILED BY STATE REGISTRAR: 05, 2006	

Birth facts are established based on: Birth Registration from the country of birth, Court documents from country of birth

This Certification of Births facts was established by an order of adoption issued by RACINE county, granted on February 24, 2006.

A birth certificate listing the adoptive parent(s) has not been filed in the country of birth.



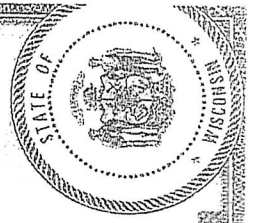
JOHN KIESOW
STATE REGISTRAR

John Kiesow

I certify that this document contains a true and correct reproduction of facts on file with the Wisconsin Vital Records Office.

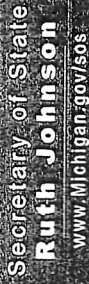
5275241

Date Issued: April 05, 2006



Applying for a license or ID?

U.S. Citizens, Permanent Residents & Refugees Need the Following Documents:



To ensure your application process is as smooth as possible, remember:

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/sos or call the Department of State Information Center at 888-SOS-MICH (767-6424).

- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will NOT be accepted.
- ✓ A valid, unexpired U.S. passport or passport card can serve as both proof of legal presence and identity.

- ✓ A second document from group #2 may also be accepted as proof of identity.
- ✓ Document approval may not occur in the same day and may require an additional visit.
- ✓ License or ID may be valid until one of the following:
 - Four years from last birthday.

- Applicant's 18th or 21st birthday.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.

1 Your Social Security number or letter of ineligibility

Present ONE of the following to demonstrate a valid Social Security number or ineligibility.

- Social Security card or other Social Security Administration document containing your name and Social Security number.
- W-2 of 1099 form.
- Pay stub containing your name and Social Security number.
- U.S. military ID card or other U.S. military document containing Social Security number (DD-2, DD-214, DD-1173 or CAC card.)
- Completed U.S. 1040 tax return form
- Letter of ineligibility from the Social Security Administration (applies to applicants that are not eligible to work due to their legal status). Letters more than 60 days old will not be accepted.
- Other government issued documents showing a partial or full Social Security number.

Note: Social Security information will be verified. You may be required to correct information with the Social Security Administration before your driver's license or state ID card application can be processed.

Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.



SOS-428 (02/16)

2 Legal presence

Present at least ONE of any of the documents from this column:

- Certified birth certificate with stamp or raised seal issued by a government unit of the U.S. or U.S. territory government office.
- Michigan Delayed Foreign Birth Certificate with adoption record and USCIS immigration documents. (Subject to verification using the Systematic Alien Verification for Entitlements System)
- Valid U.S. passport or passport card.
- Enhanced Michigan Driver's License or ID card.
- Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).
- U.S. Census Record (This document requires verification, which may take more than one day)
 - Applies to older applicants who do not have a birth certificate filed with vital records.
 - Census records are accepted only after a search of the state of birth vital records yields no record.
 - Census record must be from the first or second census after the applicant's birth.

The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day.

- Valid Permanent Resident Card (I-551).
- Valid, unexpired Employment Authorization Card (I-766).
- Machine readable immigrant visa with temporary I-551 language.
- Temporary I-551 stamp on foreign passport or I-94.
- Certificate of Citizenship (N-566 or N-567).
- Certificate of Naturalization (N-550, N-570 or N-578).
- Valid, unexpired Reentry Permit (I-327).
- Valid, unexpired Refugee Travel Document (I-571) with a stamped, valid I-94.
- Other DHS-issued documents with I-94 or Alien Registration Number (A#).

3 Identity verification

Present original documents to establish identity. MORE THAN ONE document may be required.

- Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than four years will be accepted.)
- Marriage license issued in the U.S.
- Divorce decree issued in the U.S.
- U.S. court order for a name change.
- Photo ID card issued by a federal or Michigan government agency.
- U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS).
- U.S. military ID card with photo (DD-2, DD-1173 or CAC card).
- U.S. military discharge or separation documents, such as a DD-214.
- Tribal photo ID card from a federally recognized Native American tribe.
- Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day)
- Michigan driver education certificate. (For applicants age 18 and younger)
- Michigan adoption record.
- U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance).
- If the applicant is below age 18 and does not have one of the above with them, a parent or guardian may present their driver's license or ID and sign for the teen.
- The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or Immigrant visa.

Note: If none of the documents listed above are available, other identity documents may be accepted. These documents require verification, which may take more than one day.

4 Proof of Michigan residency

Present at least TWO documents with your name and Michigan residence address:

- Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.)
- Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)
- Michigan high school, college or university report cards or transcripts.
- Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.)
- Pay stub or earnings statement issued with the name and address of the employee.
- Life, health, auto or home insurance policy.
- Federal, state or local government documents, such as receipts, licenses or assessments.
- Michigan title and registration. (The registration must show current residential address.)
- Other documents containing your name and address may be accepted with manager approval.

Note: Residency documents in a family member's name may be used if the family relationship can be established.

Michigan P.O. boxes are not an acceptable residence address.

Documents needed:

1. _____
2. _____
3. _____
4. _____
5. _____

www.Michigan.gov/sos

Applying for a license or ID?

Applicants with Temporary Legal Presence Need the Following Documents:



To ensure your application process is as smooth as possible, remember:

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/sos or call the Department of State Information Center at 888-SOS-MICH (767-6424).
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will NOT be accepted.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.

- ✓ License or ID will have Limited Term (LT) indicator and may be valid until one of the following:
 - Limited term legal presence expires.
 - Applicant's 18th or 21st birthday.
 - Four years from last birthday, if limited term legal presence is more than four years.
- ✓ License and ID fees are not prorated.

1 Your Social Security number or letter of ineligibility

Present ONE of the following to demonstrate a valid Social Security number or ineligibility:

- Social Security card or other Social Security Administration document containing your name and Social Security number.
- W-2 or 1099 form.
- Pay stub containing your name and Social Security number.
- U.S. military ID card or other U.S. military document containing Social Security number (DD-2, DD-214, DD-1173 or CAC card.)
- Completed U.S. 1040 tax return form
- Letter of ineligibility from the Social Security Administration (applies to applicants that are not eligible to work due to their legal status). Letters more than 60 days old will not be accepted.
- Other government issued documents showing a partial or full Social Security number.

Note: Social Security information will be verified. You may be required to correct information with the Social Security Administration before your driver's license or state ID card application can be processed.

Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.



SOS-428 (02/16)

2 Legal presence

Present at least ONE of any of the documents from this column.

The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVES). Approval may take longer than one day.

- Valid, unexpired Employment Authorization Card (I-766).
- Valid unexpired foreign passport in your name with English subtitles or translation, with an entry stamp, valid I-94 or U.S. visa.
 - B1 and B2 visas are not accepted.
 - WB and WT visa stamps are not accepted.
 - F-visa holders must present an I-20 form.
 - J-visa holders must present a DS-2019.
- Approved U.S. Department of Labor certification with a valid, unexpired foreign passport in your name with English subtitles or translation, with an entry stamp, valid I-94 or U.S. visa.
- Expired USCIS documents may be presented if accompanied by an I-797 receipt indicating an adjustment of status or extension of stay. A valid, unexpired foreign passport must also be submitted.
- Other DHS-issued documents with I-94 or Alien Registration Number (A#).

Note: Applicants should present the most recently issued USCIS documents to ensure receiving the longest license or ID term possible.



3 Identity verification

Present original documents to establish identity. MORE THAN ONE document may be required.

- Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than four years will be accepted.)
- Marriage license issued in the U.S.
- Divorce decree issued in the U.S.
- U.S. court order for a name change.
- Photo ID card issued by a federal or Michigan government agency.
- U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS).
- U.S. military ID card with photo (DD-2, DD-1173 or CAC card).
- U.S. military discharge or separation documents, such as a DD-214.
- Tribal photo ID card from a federally recognized Native American tribe.
- Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day.)
- Michigan driver education certificate. (For applicants age 18 and younger.)
- Michigan adoption record.
- U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance).
- If the applicant is below age 18 and does not have one of the above with them, a parent or guardian may present their driver's license or ID and sign for the teen.
- A second document from group #2 may also be accepted.

The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or U.S. visa.

Note: If none of the documents listed above are available, other identity documents may be accepted. These documents require verification, which may take more than one day.

4 Proof of Michigan residency

Present at least TWO documents with your name and Michigan residence address.

- Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.)
- Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)
- Michigan high school, college or university report cards or transcripts.
- Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.)
- Pay stub or earnings statement issued with the name and address of the employee.
- Life, health, auto or home insurance policy.
- Federal, state or local government documents, such as receipts, licenses or assessments.
- Michigan title and registration. (The registration must show current residential address.)
- Other documents containing your name and address may be accepted with manager approval.

Note: Residency documents in a family member's name may be used if the family relationship can be established.

Michigan P.O. boxes are not an acceptable residence address.

Documents needed:

1. _____
2. _____
3. _____
4. _____
5. _____

www.Michigan.gov/sos

Special Note about Delayed Foreign Birth Certificates

Delayed foreign birth certificates are issued by the State of Michigan to children who were born overseas and then adopted by United States (U.S.) citizen parents who live in Michigan. The children usually enter the U.S. on an IR-3 or IR-4 immigrant visa.

After the adoption is finalized, a Michigan probate judge orders the Michigan Vital Records Office to issue the parents the delayed foreign birth certificate. The adoption order usually changes the name to the adopted parent's name. **The delayed foreign birth certificate is not proof of citizenship as it was ordered by a Michigan court for a person who was not born in the United States.**

As a state, Michigan cannot adjudicate citizenship; only the federal government has that authority. The Michigan Vital Records Agency's position is that a delayed foreign birth certificate provides a statement of the birth facts and evidence of the child's adopted name and parentage, **not his or her citizenship.**

The U.S. Child Citizenship Act of 2000 grants the children derived citizenship as long as they were adopted under age 18; however a subsequent federal law and Michigan law (MCL 28.291 and 257.307) requires all applicants for driver's license or ID to *provide evidence of their legal presence or citizenship in the U.S.*

Original license and ID applicants presenting a Delayed Foreign Birth Certificate issued by a U.S. state also need to provide:

- Social Security Card
 - Record of Adoption
 - 2 Residency Documents (parent's driver's license or ID with same address provides one document)
 - **Document providing evidence of U.S. Citizenship:**
 - U.S. passport or passport card (valid or expired)
 - Certificate of Citizenship
 - Certificate of Naturalization
- OR**
- **Document providing evidence of legal presence:**
 - Foreign passport with an IR-3 or IR-4 Immigrant Visa
 - Permanent Resident Card

(Documents presented are subject to verification using the Systematic Alien Verification for Entitlements System and the US Passport Verification System.)

For information on obtaining a U.S. Passport:

<http://travel.state.gov/content/passports/english/passports.html>

(The U.S. Department of State Passport Office in Detroit does not accept a foreign delayed birth certificate as proof of U.S. citizenship.)

For information on obtaining a U.S. Certificate of Citizenship or Naturalization:

<http://www.uscis.gov/us-citizenship>

Michigan Department of State Supplemental Identity Documents
(Original Driver License or Personal Identification Card)

Little Identifying Facts and Evidence Documents

Life circumstances may affect some individuals leaving them unable to provide the required identification documents to obtain a driver's license or state identification card. Examples of life circumstances include:

- Home-schooled
- Elderly
- People with disabilities
- Long-term residents of a residential facility (group home, foster care, etc.)

This list is not all-inclusive list, but describes life circumstances that can impact an individual's ability to meet the Michigan Secretary of State's identity document requirements to obtain a driver license or identification card.

In these situations, different types of documents can be used to fulfill the identity requirement. They are considered "life documents" and may include a church directory, test records from an outside source, awards or recognition from church or community groups, or a newspaper article.

It's all about the Little Identifying Facts and Evidence. We hope the following will give you a better understanding of what is meant by "life documents".

NOTE: These documents are subject to department review and approval, which may take more than one day.

It's all about the Little Identifying Facts and Evidence. We hope the following will give you a better understanding of what is meant by "life documents".

Little – The department's list of acceptable identity documents covers the verifiable, legal and photo documents. Now think smaller. Think insurance, tax records, medical records, immunization records, and employment records for example.

Identifying – Items that demonstrate you have a long-term established identity in the name requested. For example, an old vehicle registration from two years ago is more convincing than a brand new movie rental card or check cashing card.

Facts – Documents containing facts that support information shown on other documents presented. Documents with a lot of personal data are best.

Evidence – Proof. Whenever possible, provide documents obtained by contacting schools, states, employers and other agencies. Any time you can submit documents that provide a means to contact the issuing agency; the easier it is to accept the document through an exception request.

School records can be obtained by most individuals to meet our identity document requirements. Some important points that apply to Michigan may also be true in other states:

- Basic identifying information (student's legal name, sex, date of birth, names of parents or legal guardians) must be kept for 99 years. Other states may have different document retention periods.
- If the school you attended is closed you should then contact the intermediate school district for your records.
- School records are kept at the appropriate school level. For example, elementary and middle school records are not kept at the high school.
- Records are not called transcripts until the high school level. Request an attendance record when contacting a elementary school or middle school.
- Special education records are kept at the intermediate school district.
- Michigan Educational Assessment Program (MEAP) records are maintained by the Department of Education.
- General Educational Development certificates (GED) are not considered school records. These certificates are issued by the Department of Licensing and Regulatory Affairs.

Home-schooled individuals may have school records available if they:

- Participated in band, drama, art, physical education, music, computer, advanced placement courses, or a driver education program at a public school.
- Have taken a test such as the MEAP, ACT, or SAT.
- Were voluntarily registered by their parents with the Michigan Department of Education.

Special-needs individuals (mentally or physically challenged) may have school records available through their local school district. One or more of the following documents may be available through their local intermediate school district:

- Individualized Education Plan (IEP) – outlines goals and expectations set for a school year
- Transition Plan (for individuals aged 13 through 26) – sets goals and life path expectations (academics, trades, life skills, etc.)
- Individual Centering Plan – individuals out of school but still eligible to receive services

In addition, one or more of the following documents may be available through a state or community agency:

- Letter or notice from your local Department of Health and Human Services office for individuals age 26 or older receiving services
- Supplemental Security Income (SSI) documents from the Social Security Administration for individuals age 18 or older receiving benefits
- Guardianship documents obtained through the court system
- Bridge (food assistance) and mihealth (Medicaid) cards or award notices from the Department of Health and Human Services for individuals receiving benefits

An example of an exception request containing life documents:

An 18-year-old applicant for a Temporary Instruction Permit to practice driving presents his birth certificate, which is the only document presented from the list of acceptable documents, along with these additional "life documents":

- Income or employment records (*pay stub, parent's 1040 listed as dependent, etc.*)
- Medical records (*immunization record, document indicating is or was a dependent on parent's medical policy, etc.*)
- DNR records (*fishing or hunting license, hunter or boater safety certificate, etc.*)
- U.S. savings bond
- Church or community awards or recognition
- Test records from an outside source (*MEAP, ACT, California Achievement, etc.*)
- College acceptance letter

Some of the documents were more helpful than others, but as a combined collection of documents, they provided a good record of the applicant's established identity.

The following are life circumstances that would **not** prevent an applicant from providing or obtaining the required identity document(s):

- Records are out of state
- Documents have been lost
- Adoption (birth certificates are available for adopted individuals)
- Did not graduate from high school
- Cannot afford to order birth certificate or other documents

Unfortunately, while an applicant may be able to convince us they truly cannot provide more identification, they still may not be able to prove their identity. There may be some applicants who simply are not eligible for a driver license or personal identification card because we cannot adequately identify them.