

DEPARTMENT OF REVENUE

Division of Motor Vehicles – Driver’s License Section

RULES FOR APPLICATION FOR A COLORADO ROAD AND COMMUNITY SAFETY ACT IDENTIFICATION DOCUMENT § 42-2-501, C.R.S.

1 CCR 204-30, Rule 1

Basis, Purpose and Statutory Authority: [Eff. 08/01/2014]

The statutory bases for this regulation are C.R.S. Title 24-4-103, 24-72.1-103, 42-1-204, and Title 42, Article 2, Parts 1, 2, 3, and 5. The purpose of this rule is to set forth regulations for the application of driver’s licenses, minor driver’s licenses, instruction permits and identification cards for individuals who cannot demonstrate lawful presence in the United States and for individuals who can demonstrate temporary lawful presence in the United States. These regulations establish the source documents that are acceptable to establish identity, date of birth, Colorado residency, and as applicable temporary lawful presence.
~~status and the source documents and forms required from individuals unable to document lawful status.~~

1.0 Definitions [Eff. 08/01/2014]

- 1.1 Applicant – Any natural person applying ~~as an individual~~ to the Department for a Colorado identification document ~~as an individual~~ who can demonstrate temporary lawful presence in the U.S., or who cannot demonstrate lawful presence in the U.S.
- 1.2 CO-RCSA – The Colorado Road and Community Safety Act, section 42-2-501 C.R.S.
- 1.3 Department – The Colorado Department of Revenue.
- 1.4 Document – An original document certified by the issuing agency, an amended original document certified by the issuing agency, or a true copy certified by the issuing agency, excluding miniature, wallet sized, or ~~photocopied photocopies of~~ documents.
- 1.5 Exceptions Processing – The procedure the Department has established for persons who are unable, for reasons beyond their control, to present all necessary documents and must rely on alternative documents to establish identity, date of birth, or U.S. citizenship in lieu of lawful presence.
- 1.6 Full Legal Name – The applicant’s first name, middle name(s), and last name or surname, without use of initials or nicknames as it appears on the applicant’s documents presented upon application.
- ~~1.6.7 Hearing – Hearing before a Department Administrative Hearing Officer.~~
- ~~1.7.8 Identity – The verifiable characteristics that when taken together make a person unique and identifiable. Elements of identity include name, date of birth, and physical characteristics including a verifiable photograph.~~
- ~~1.8.9 Identification Card – For the purpose of this rule, a~~ document issued by a Department of Motor Vehicles or its equivalent that contains the applicant’s full

legal name, full facial digital photograph, date of birth, and gender, but does not confer upon the bearer the right to operate a motor vehicle.

- ~~1.91.10~~ Identity – The verifiable characteristics that when taken together make a person unique and identifiable. Elements Evidence – of identity includes proof of name, date of birth, and physical characteristics including a verifiable photograph.
- ~~1.101.11~~ Incomplete Application – An application for a CO-RCSA driver’s license, instruction permit, or identification card that does not satisfy federal and state requirements for the issuance of a CO-RCSA driver’s license, instruction permit, or identification card.
- ~~1.111.12~~ Individual Taxpayer Identification Number (ITIN) – A tax processing number issued by the Internal Revenue Service.
- ~~1.12~~ Lawful Presence – Demonstration of citizenship in the U.S. or the lawful entry of a non-citizen into the U.S. for an authorized period of time after inspection and authorization by an immigration officer.
- ~~1.13~~ License – A driver’s license, commercial driver’s license, minor driver’s license, or instruction permit.
- ~~1.14~~ Incomplete Application – An application for a driver’s license or identification card that does not provide sufficient information or documentary evidence.
- ~~1.13~~ Temporary Lawful Presence – The status of a person whose authority to lawfully remain in the United States is temporary and who qualifies for a CO-RCSA driver’s license, instruction permit, or identification card.
- ~~1.14~~ SAVE – The Department of Homeland Security Systematic Alien Verification for Entitlements system managed by the U.S. Citizenship and Immigration Services of the Department of Homeland Security.

2.0 Qualifications for CO-RCSA Identification Documents

- ~~2.1~~ For applicants who can demonstrate temporary lawful presence Pursuant to section 42-2-506, C.R.S., individuals claiming to be temporarily lawfully present in the United States in accordance with 42-2-506 CRS, the applicant who apply for an identification document, must:
 - ~~2.1.1~~ Provide documents that demonstrate the applicant’s identity, date of birth, full legal name and temporary lawful presence, for example:
 - ~~2.1.1.1~~ An unexpired foreign passport bearing a photograph of the applicant in conjunction with a valid, unexpired U.S. visa and I-94 showing class and expiration date that is verified using Systematic Alien Verification for Entitlements (SAVE).
 - ~~2.1.1.2~~ A valid employment authorization document (EAD) including I-766, I-688, I-688A, and I-688B that is verified using SAVE.
 - ~~2.1.2~~ In order to prove lawful presence the applicant can provide valid documentary evidence, verified using SAVE, that demonstrates the applicant is:
 - ~~2.1.2.1~~ Is an alien lawfully admitted for temporary residence in the United States;
 - ~~2.1.2.2~~ Has conditional permanent resident status in the United States;
 - ~~2.1.2.3~~ Has an approved application for asylum in the United States or has entered into the United States in refugee status;

- 2.1.2.4 Has a valid, unexpired non-immigrant visa or non-immigrant visa status for entry into the United States;
- 2.1.2.5 Has a pending application for asylum in the United States;
- 2.1.2.6 Has a pending or approved application for temporary protected status in the United States;
- 2.1.2.7 Has approved deferred action status; or
- 2.1.1.2.1.2.8 Provides a pending application for adjustment of status to that of an alien lawfully admitted for permanent residence in the United States or conditional permanent resident status in the United States.

~~2.1.2.1.3~~ Present evidence of residency in Colorado.

2.2 ~~For~~ Pursuant to section 42-2-505, C.R.S., applicants who apply for an identification document, who cannot demonstrate lawful presence in the United States, must:
~~pursuant to 42-2-505 CRS, the following requirements must be met:~~

2.2.1 Demonstrate residency in either of the following two ways:

2.2.1.1 Sign an affidavit that states that the applicant is currently a resident of Colorado, ~~;~~ present evidence of residence in Colorado as provided in ~~2.32.1.3~~ below; ~~;~~ and present a certified proof of Colorado income tax return ~~tax~~-filing (from the Department) for the immediately preceding year; or

2.2.1.2 Sign an affidavit that the applicant has continuously been a resident in Colorado for the immediately preceding ~~twenty-four~~24 months, and present evidence of such residence in Colorado ~~for the immediately preceding twenty-four months.~~
by providing:

2.2.1.2.1 In order to prove that the applicant has continuously resided in Colorado for the immediately preceding ~~twenty-four~~24 months, the applicant must present three documents demonstrating: one for current residency (date on the document must not be older than ~~three~~12 months from date of application), one for residency from one year prior (date on the document must later than 12 months, but not later than 23 months prior to the date of application~~be between 10 and 14 months prior to the date of application~~), and one for residency from two years prior (date on the document must be later than 23 months, but not later than 30~~between 24 and 28~~ months prior to the date of application).

2.2.2 Evidence of residence in Colorado shall be demonstrated by presenting documents that include the applicant's name and principal residence, which must include a street address, and the date of the document. Examples include, but are not limited to: utility bill, credit card statement, pay stub or earnings statement, rent receipt, telephone bill, or bank statement.

- 2.2.3 ~~Provide documentation of the Applicant's who are not lawfully present must provide documentation of their~~ ITIN.
- 2.2.4 ~~Applicants who are not lawfully present shall s~~Sign an affidavit affirming that the applicant has applied to be lawfully present within the U.S., or will apply to be lawfully present as soon as the applicant is eligible.
- 2.2.5 ~~Applicants who are not lawfully present shall present~~ Provide documentation of the applicant's identity and date of birth by presenting one of the following documents, translated into English, from the applicant's country of origin:
- 2.2.5.1 A passport;
 - 2.2.5.2 A consular identification card; or
 - 2.2.5.3 A military identification document
- 2.2.6 The documents in 2.~~2.52.4~~ must contain the applicant's full legal name; the applicant's date of birth; the date the document was issued; the name of the country that issued the document; and a full facial photograph of the applicant.
- 2.2.7 The documents listed in 2.~~2.52.4~~ above will be accepted 10 years after the expiration date listed on the document. Documents without an expiration date will be accepted 10 years from their issuance date.
- 2.2.8 Applicants shall sign their name, under penalty of perjury, on all required affidavits and documents in the presence of a Department employee.
- 2.3 Applicants may use an interpreter during their application. The use of an interpreter will be arranged for by the applicant and any costs associated with the use of an interpreter will be the responsibility of the applicant.
- 2.4 Applicants may use an interpreter for the written test.
- 2.5 All interpreters for applicants applying for a CO-RCSA driver's license, minor driver's license, or instruction permit must be at least 16 years old and will be required to show an unexpired driver's license from any state in the United States.
- 2.6 All interpreters for applicants applying for a CO-RCSA identification card must be at least 16 years old and show unexpired identification document or a driver's license or instruction permit from any state in the United States.
- 2.7 A Colorado street address must be displayed except as provided below:
- 2.7.1 An alternative address may be displayed for individuals for whom a State law, regulation, or DMV procedure permits display of an alternative address.
 - 2.7.2 An alternative address may be displayed for individuals who satisfy any of the following:
 - 2.7.2.1 If the individual is enrolled in a State address confidentiality program, which allows victims of domestic violence, dating violence, sexual assault, stalking, or a severe form of trafficking, to keep, obtain and use alternative addresses; and provides that the address of such person must be kept confidential, or other similar program; or
 - 2.7.2.2 If the individual's address is entitled to be suppressed under state or federal law or suppressed by a court order including an administrative order issued by a State or Federal court; or

2.7.2.3 If the individual is protected from disclosure of information pursuant to section 384 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996.

2.4.12.7.3 In areas where a number and street name has not been assigned for U.S. mail delivery, an address convention used by the U.S. Postal Service is acceptable.

3.0 Process for Translation

- 3.1 All documents provided to the Department by the applicant shall be in English or have been translated into English.
- 3.2 The original and corresponding translated documents shall be presented together at the time of application.
- 3.3 All translated documents must have the following included at the end (must be typed or electronically printed on the same page as the translation, not on separate pieces of paper or the translation will not be accepted by the Department):

3.3.1 An attestation that states: "I, [insert translator's full name], affirm that the foregoing is a complete and accurate translation from [insert foreign language] to the English language to the best of my ability. I further affirm that I am fully competent to translate from [insert foreign language] to the English language and that I am proficient in both languages."; and

3.3.1 I, _____, affirm that the foregoing is a complete and accurate translation from (insert name foreign language) to the English language to the best of my ability. I further affirm that I am fully competent to translate from (insert name of foreign language) into the English language and that I am proficient in both languages.

3.3.2 The number and state of issuance of the translator's unexpired driver's license, instruction permit, or identification card.

3.4 All translated documents and information required by rule 3.3 shall be included in the applicant's permanent motor vehicle record.

~~3.4 The person performing the translation must provide an unexpired driver's license or identification card number and state of issuance. This information shall be included with the applicant's permanent motor vehicle record.~~

3.5 Applicants are responsible for all costs of translation.

4.0 Fee Structure

4.1 The cost for a CO-RCSA driver's license ~~or, including~~ a minor driver's license, is \$50.50, which includes an additional fee of \$29.50. ~~This is in addition to any other statutorily required fees, including but not limited to fees for instruction permits.~~ The cost for ~~an a~~ CO-RCSA ~~i~~identification ~~C~~card is \$14.00, which includes an additional fee of \$3.50.

5.0 Renewal

5.1 CO-RCSA dDriver's licenses and ~~identification cards~~ minor driver's license will expire ~~3-three~~ years after the date of issuance or ~~twenty-20~~ days after the ~~twenty-first~~21st birthday of the applicant (whichever comes first). ~~Applicants must apply in person to renew an identification document issued under the CO-RCSA.~~

- 5.2 CO-RCSA instruction permits and identification cards will expire three years after the date of issuance or on the 21st birthday of the applicant (whichever comes first).
5.15.3 Applicants must apply in person to renew a CO-RCSA identification document.

6.0 Process for Complete Application

- 6.1 When an applicant has completed the required application and established the standards set forth in ~~this rule 2-0 above~~, an application will be printed; the applicant will be required to review and verify the information on the application by signing a “signature capture device”; a fingerprint ~~is-will be~~ captured; and a photograph of the applicant ~~is-will be~~ taken. The printed and signed application serves as a temporary ~~document~~ CO-RCSA driver’s license, instruction permit, or identification card. The permanent ~~identification document~~ CO-RCSA driver’s license, instruction permit, or identification card will be mailed to the applicant at the address provided on the application.

7.0 Process for Incomplete Application

- 7.1 If an application is incomplete or the applicant has failed to provide documents verifiable by the Department for identity, date of birth, residency, or lawful presence, the Department may provide a Notice of Incomplete Application.
- 7.2 The Notice of Incomplete Application ~~may~~ shall include a notation of the information that is incomplete, or of the documentation that is not verifiable. If the authenticity of a document cannot be verified, then an application may be considered incomplete and additional documentation may be required, or the applicant may be referred to Exceptions Processing. An applicant may return to the Department with the required additional documentation prior to being denied a CO-RCSA driver’s license, instruction permit, or identification card. ~~Colorado driver’s license or identification card.~~

8.0 Denial of Application

- 8.1 Nothing in this regulation shall be construed to prevent the Department from denying an application on the basis that an applicant has presented documents that are fraudulent or that are not verifiable.
- 8.2 Nothing in this regulation restricts or prohibits the Department from verifying any document presented by an applicant.
- 8.3 An application shall be denied if the applicant presents fraudulent or altered documents or commits any other fraud in the application process.

9.0 Hearing and Final Agency Action

- 9.1 An applicant who has received a Notice of Denial may, within ~~sixty (60)~~ sixty days of the date of the Notice of Denial, request a hearing on the denial by filing a written request for hearing with the Hearings Section of the Department at 1881 Pierce St. #106, Lakewood, CO 80214.
- 9.2 Hearings shall be held in accordance with the provisions of the State Administrative Procedure Act, and the provisions of Title 42 of the Colorado Revised Statutes.

- 9.3 The only issue at a hearing shall be whether the ~~documentation provided by an applicant is sufficient.~~ Applicant has satisfied federal and state requirements for the issuance of a CO-RCSA driver's license, instruction permit, or identification card.
- 9.4 The hearing officer shall issue a written decision ~~within fifteen (15) business days of the completion of the hearing.~~ If the hearing officer finds that the ~~documentation is insufficient~~ applicant has not satisfied federal and state requirements for the issuance of a CO-RCSA driver's license, instruction permit, or identification card, then the denial shall be sustained. If the hearing officer finds that the ~~documentation is sufficient~~ applicant has satisfied requirements for the issuance of a CO-RCSA driver's license, instruction permit, or identification card, then the denial shall be rescinded and the Department shall issue ~~the a CO-RCSA Colorado~~ Colorado driver's license, instruction permit, or identification card.
- 9.5 The decision by the hearing officer shall constitute final agency action, and is subject to judicial review as provided by section 24-4-106, C.R.S.-