

RULE 6 RULES FOR THE APPLICATION FOR A DRIVER'S LICENSE, INSTRUCTION PERMIT OR IDENTIFICATION CARD FOR U.S. CITIZENS AND INDIVIDUALS WHO CAN DEMONSTRATE PERMANENT LAWFUL PRESENCE AND COLORADO RESIDENCY

Basis, Purpose and Statutory Authority:

The statutory bases for this regulation are sections 24-4-103, 24-72.1-103, 42-1-204, 42-2-107, 42-2-108, and 42-2-302, C.R.S.

The purpose of this rule is to set forth regulations for the types of documents the Department will accept as proof of the applicant's identity, date of birth, social security number, address of principal residence in Colorado, and U.S. citizenship or permanent lawful presence when applying for a driver's license, instruction permit, or identification card. Additionally, this rule describes the process the applicant will be required to follow for completing the application and what will occur if an application is incomplete or denied, including the process the applicant may use to request a hearing if their application is denied.

1.0 Definitions

- 1.1 Applicant—Any natural person applying to the Department for a Colorado driver's license, minor driver's license, instruction permit, or identification card who is a U.S. citizen or who can demonstrate permanent lawful presence in the U.S. and residency in Colorado.
- 1.2 Department—The Colorado Department of Revenue.
- 1.3 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 photocopies of documents.
- 1.4 Driver's License—A driver's license, minor driver's license, or instruction permit.
- 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.
- 1.7 Hearing—Hearing before a Department Administrative Hearing Officer.
- 1.8 Identification Card—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 sex, but does not confer upon the bearer the right to operate a motor vehicle.
- 1.9 Identity—The verifiable characteristics that when taken together make a person unique and identifiable. Evidence of identity includes proof of name, date of birth, and physical characteristics, including a verifiable photograph.
- 1.10 Incomplete Application—An application for a Colorado driver's license, instruction permit, or identification card that does not satisfy federal and state requirements for the issuance of a Colorado driver's license, instruction permit, or identification card.
- 1.11 Lawful Presence— The status of a person who demonstrates U.S. citizenship or permanent lawful presence.
- 1.12 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.

- 1.13 SSN – The Social Security Number issued by the U.S. Social Security Administration (SSA).
- 1.14 SSOLV–The Social Security Online Verification system managed by the Social Security Administration (SSA).
- 2.0 **Proof of Identity, Date of Birth, and Lawful Presence**
- 2.1 Every application for a Colorado driver’s license, instruction permit, or identification card shall include the applicant’s full legal name, date of birth, sex, SSN, and address of principal residence.
- 2.2 An applicant must provide source documents that are secure and verifiable as defined in section 24-72.1-102(5), C.R.S.
- 2.3 The following documents or combination of documents are acceptable to establish identity, date of birth, and lawful presence:
 - 2.3.1 A valid unexpired Colorado driver’s license, instruction permit, or identification card except that a Colorado driver’s license, instruction permit, or identification card issued under the Colorado Road and Community Safety Act, section 42-2-501 et seq., C.R.S. is not acceptable.
 - 2.3.2 A valid unexpired U.S. passport bearing the full legal name of the applicant.
 - 2.3.3 A certified copy of a birth certificate filed with a State Office of Vital Statistics or equivalent agency in the applicant’s state of birth.
 - 2.3.4 A Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State (Form FS-240, DS-1350, or FS-545).
 - 2.3.5 A valid, unexpired Permanent Resident Card (Form I-551) issued by the Department of Homeland Security (DHS) or the U.S. Immigration and Naturalization Service).
 - 2.3.6 A Certificate of Naturalization issued by DHS (Form N-550 or N-570).
 - 2.3.7 A Certificate of Citizenship issued by DHS (Form N-560 or N-561).
 - 2.3.8 In addition to the documents listed in Section 2.3, the following documents may also be used to establish an applicant’s identity and date of birth: A valid unexpired REAL ID driver’s license, instruction permit, or identification card issued in compliance with the standards established by the federal REAL ID Act and verified with the state of issuance, and such other documents as determined by the Department consistent with the REAL ID Act.
- 2.4 If an applicant submits any source document that reflects a name differing from the applicant’s full legal name (for example through marriage, adoption, court order or other mechanism permitted by state law or regulation), the Department shall require evidence of the name change through the presentation of documents issued by a court, governmental body, or other entity as determined by the Department.
- 3.0 **Social Security Requirements**
- 3.1 An applicant must present his or her SSA account card; if the SSA account card is not available, the applicant may present any of the following documents bearing the applicant’s SSN:
 - 3.1.1 SSA account number card; or, if a SSA account card is not available, the person may present any of the following documents bearing the applicant’s SSN:
 - 3.1.1 A W–2 form,

- 3.1.2 A SSA-1099 form,
 - 3.1.3 A non-SSA-1099 form, or
 - 3.1.4 A pay stub with the applicant's name and SSN on it.
- 3.2 An applicant's SSN shall be verified with the SSOLV.

4.0 Qualifications for Issuance of a Duplicate Driver's License or Identification Card

4.1 Applicants may apply for a duplicate of an existing Instruction Permit or Driver's License as provided below:

4.1.1 Applicants for a duplicate driver's license or identification card who are within Colorado must appear in person and certify, under penalty of perjury, that the previous driver's license or identification card was lost, stolen, or destroyed by completing the "Request for Duplicate Instruction Permit/Driver License" (DR2989) form provided by the Department.

4.1.2 Applicants for a duplicate driver's license or identification card who are out of state must submit, by mail, the "Request for Duplicate Instruction Permit/Driver License" (DR2989) form provided by the Department on which the applicant must certify, under penalty of perjury, that the previous driver's license or identification card was lost, stolen, or destroyed.

4.2. Duplicates by mail will be processed only for applicants who are out of state and provide an out of state mailing address.

4.2.1. Only two duplicate driver's licenses or identification cards may be issued per renewal period unless additional duplicates are approved by the Department.

5.0 Address of Principal Residence in Colorado

5.1 To document the address of principal residence in Colorado, an applicant must present at least two documents that include the applicant's name and principal residence. Examples include, but are not limited to: utility bill, credit card statements, pay stub or earnings statement, rent receipt, telephone bill, or bank statement:

5.2 A Colorado street address must be displayed except as provided below:

5.2.1 An alternative address may be displayed for individuals for whom a State law, regulation, or DMV procedure permits display of an alternative address.

5.2.2 An alternative address may be displayed for individuals who satisfy any of the following:

5.2.2.1 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

5.2.2.2 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

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

5.2.3 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.

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, 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 will be captured; and a photograph of the applicant will be taken. The printed and signed application serves as the temporary Colorado driver’s license, instruction permit, or identification card. The permanent Colorado 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 or lawful presence, the Department may provide a Notice of Incomplete Application.

7.2 The Notice of Incomplete Application shall include a notation of the reason for the decision that the application is incomplete. If the authenticity of a document cannot be verified, then an application may be considered incomplete and additional documentation may be submitted, or the applicant may be referred to Exceptions Processing. An applicant may return to the Department with additional documentation prior to being denied a Colorado driver’s license, instruction permit, or identification card.

7.3 Any applicant who has received a Notice of Incomplete Application and believes he or she has provided sufficient documentation to establish identity, date of birth, and U.S. citizenship may request Exceptions Processing.

7.4 Any applicant who has received a Notice of Incomplete Application and believes he or she has provided sufficient documentation to establish identity, date of birth, and U.S. citizenship, may request a Notice of Denial and contest the decision through the process described in section 8.0 below.

8.0 **Denial of Applications**

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 secure and verifiable pursuant to section 24-72.1.102(5), C.R.S.

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 60 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 the hearing shall be whether the applicant has satisfied federal and state requirements for the issuance of a Colorado driver’s license, instruction permit, or identification card.

9.4 The hearing officer shall issue a written decision. If the hearing officer finds that the applicant has not satisfied federal and state requirements for the issuance of a Colorado driver’s license, instruction permit, or identification card, then the denial shall be sustained. If the hearing officer

finds that the applicant has satisfied federal and state requirements for the issuance of a Colorado driver's license, instruction permit, or identification card, then the denial shall be rescinded and the Department shall issue the 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.