



Visiting one of our offices soon?  
Use this checklist before you arrive to make sure you bring in the correct original documents to apply for your driver's license or identification card.



[www.ksrevenue.org](http://www.ksrevenue.org)

## Getting Started

Are you getting a Kansas driver's license, (DL) or identification card (ID) for the first time or moving to Kansas from another state? Replacing a lost or stolen DL or ID card? Or do you need to renew your current Kansas DL or ID card?

Follow this checklist to ensure your application process goes as smoothly as possible.

Document requirements vary, we have included what you need for different situations.

Build a personal list and collect original versions of the documents you will need to present to comply with Kansas' identification requirements. This will make your visit more efficient.

Before you visit the office:

1. Verify you have all the correct documents.
2. Make sure your documents are originals. Faxed, photo-copied, electronic or laminated copies of documents will not be accepted.
3. Remember, non-U.S. citizens must be processed through the System Alien Verification for Entitlement (SAVE).
4. If you have questions not answered in this document, check [www.ksrevenue.org](http://www.ksrevenue.org) or call the Kansas Division of Vehicles' information line at 785-296-3963.

## First time DL or ID

- You need one document from list A.
- You need one document from list D.
- If you are younger than 16, you need to have parent or guardian present with photo identification.
- Provide two proofs of Kansas residency from list C.
- If Driver's Education has been completed, bring in the completion form.
- If your name is not the same on all your documents, provide a document from list F proving your legal name change.

## Non-citizen first time or renewing DL or ID

- You will need to visit a full service DL office.
- Bring all the documents that give you lawful presence in the U.S. from list B.
- Provide two proofs of Kansas residency from list C.
- If you have a Social Security number, you must bring one document from list D.
- If Driver's Education has been completed, bring in the completion form.

## Renewing a DL or ID

- You need a current Kansas DL or ID card.
- Even if your address has not changed, you need one proof of Kansas residency from list C.
- If you have lost your DL or ID card, please refer to the replacement instructions.

## Replacing a lost DL or ID

- You need two forms of identification of any combination from lists A or E.
- You need one proof of Kansas residency from list C.

## Name Change

- You need your current DL or ID card.
- You need one original document from list F.
- If you have lost your DL or ID card, please refer to the replacement instructions.

## Address Change

- You need your current DL or ID card.
- You need one document from list C.
- If you have lost your DL or ID card, please refer to the replacement instructions.
- You can also change your address online at [www.ksrevenue.org/dladdresschange](http://www.ksrevenue.org/dladdresschange)

## List A

These documents show your date of birth, identity and lawful status as a U.S. citizen. If possible, select a document that has your current full legal name to avoid documenting any name change.

- ◇ Certified birth certificate filed with an office of vital statistics or equivalent agency from your birth state, a U.S. territory or the District of Columbia
- ◇ An unexpired U.S. Passport or passport card
- ◇ Certificate of Naturalization
- ◇ Certificate of Citizenship
- ◇ U.S. Consular Report of Birth Abroad

## List B

These documents show your date of birth, identity and lawful status or presence as a non-U.S. citizen. If possible, select a document that has your current full legal name to avoid documenting any name change.

- ◇ Valid Permanent Resident Card
- ◇ Valid Employment Authorization Card
- ◇ Valid I-94 (i.e. Asylee/Refugee)
- ◇ Unexpired foreign passport with valid U.S. entry marking and/or documentation

**NOTE:** *Certain classifications must also be accompanied by additional documentation for example:*

- *F-1s and M-1s must be accompanied by I-20*
- *J-1s and J-2s must be accompanied by a Certificate of Eligibility for Exchange Visitor, DS2019*

For more information visit U.S. Citizenship and Immigration Services: [www.uscis.gov](http://www.uscis.gov).

## List C

These documents establish your Kansas residency and residential address. You must present a document that shows your current name and Kansas residential address. A P.O. Box will not be accepted as proof or resident address.

A minor child's parent, step-parent or legal guardian can provide their proof of address along with identification.

If you reside with someone and do not have a proof of address included in this list, the individual with whom you reside can accompany you to the office and provide two proofs of address along with their identification and complete a certification of address at the station.

- ◇ Kansas DL or ID renewal postcard
- ◇ Current Kansas vehicle registration or title
- ◇ Utility bill or equivalent no more than two months old
- ◇ Financial institution such as a bank statement, deed or mortgage
- ◇ Rent or lease agreement
- ◇ Kansas Voter Registration Card
- ◇ Current auto, life or homeowners insurance bill with applicant's name and address
- ◇ Current educational transcript/school grade card
- ◇ Current professional license by a U.S. agency
- ◇ Current W-2 or 1099
- ◇ Mail from a federal, state, county or city agency
- ◇ Department of Corrections Certificate of Identification

## List D

You will need one document that contains your current name and Social Security number.

- ◇ Social Security card with your current fullname
- ◇ Current W-2 or 1099

## List D continued

- ◇ Current pay stub with Social Security number
- ◇ A SSN is not necessary for temporary driver's license applicants with non-work status

## List E

If you need a replacement DL or ID card, you may use any of these documents as additional identification.

- ◇ Military ID, military dependent ID, military common access card or DD-214
- ◇ Medical health card or records
- ◇ Photo DL or ID card issued by Kansas or any state that has not been expired for more than a year
- ◇ Student or employee ID card with photo
- ◇ Immunization records
- ◇ Federal or state income tax return bearing your signature

**NOTE:** *The division may waive the furnishing of one of the documents for an individual who is 65 years or older.*

## List F

If you have legally changed your name, these documents will help connect your former name to your current name. The documents must be certified original copies.

- ◇ Government issued marriage certificate
- ◇ Divorce Decree—Name Restored as
- ◇ Court Order of Adoption
- ◇ Court Order of Legal Name Change



Get more information at your fingertips.  
Download our app KS Vehicles Connect  
Free for Apple, Android and Windows devices.