

****** NO CHECKS OR CREDIT CARDS ACCEPTED----CASH ONLY ******
DPSMV 2004 (R07/07)

DUPLICATES

Applicants applying for a **DUPLICATE** Louisiana driver's license or **DUPLICATE** Louisiana identification card will be required to provide one of the following combinations of identification:

1. One primary and one secondary document **OR**
2. Three secondary documents **OR**
3. A previous, expired Louisiana driver's license or Louisiana identification card (if photo clearly identifies applicant as same).

SOCIAL SECURITY REQUIREMENTS

R. S. 32:409.1 authorizes the collection of the social security number on all driver's licenses in this state. The number must be entered in the department's internal records. This pertains to first-time issuance, as well as renewals and duplicates. **NOTE:** If an applicant does not have an assigned social security number, he/she must provide an official letter from the Social Security Administration specifying that no number has been assigned **OR** the applicant is not eligible for issuance of a social security number. This letter will not serve as a primary or secondary form of identification, but will verify the individual does not have an assigned social security number. Collection of the social security number should be taken from the card itself, or an official notification from the office of the Social Security Administration, or from other officially recognized documents. Applicants transferring in with a picture driver's license (which clearly identifies him/her) which specifically depicts the applicant's social security number need not present further proof.

ACCEPTABLE PRIMARY DOCUMENTS **(ORIGINAL DOCUMENTS ONLY ARE ACCEPTED):**

1. Certified copy of birth certificate from state/county, original certificate of live birth or birth registration card from state/county or certification of birth abroad issued by US Department of State.
2. Passport. Foreign passports must be accompanied by appropriate immigration documents.
3. Certificate of Naturalization.
4. Valid U. S. Military identification card/dependent military identification card.
5. Merchant Mariner's ID with photo (Z card).
6. Native American tribal documents.
7. Permanent Resident Card (I-551).
8. LA Department of Public Safety and Corrections prison ID card containing photograph, name, race, sex and date of birth.
9. INS Refugee travel document (I-571).
10. INS Permit to reenter the United States (I-327).
11. Employment authorization document issued by INS.
12. Employment/work authorization document issued by the Department of Homeland Security (I-688B or I-766).

ACCEPTABLE SECONDARY DOCUMENTS (ORIGINAL DOCUMENTS ONLY ARE ACCEPTED) NOTE: Name on secondary documents shall coincide with name on primary document(s).

1. Out-of-state driver's license or identification card (with photo) that was issued by a state motor vehicle department.
2. Any foreign driver's license (accompanied by proper immigration documents).
3. Social security card or written verification of the social security number from the Social Security Administration.
4. An official driving record from the last state of issuance if the applicant has lost his out-of-state driver's license.
5. Student I.D. card from a Louisiana college or university when accompanied by a 100% fee paid receipt for the current semester.
6. Adoption papers.
7. High school, college or university diploma.
8. Marriage license OR certificate of marriage from a county, parish or city in the U. S. OR divorce documents from a county, parish or city in the U. S.
9. Church baptismal certificate.
10. Louisiana voter's registration card or LA Voter's ID card.
11. Certified deeds or title to property in Louisiana, including burial plot deeds.
12. Vehicle registration or certificate of title.
13. Local utility statements showing name and address of the applicant OR a receipt showing that utilities have been turned on.
14. Insurance policy (health, home, life, auto).
15. One printed payroll stub which includes the social security number of the applicant.
16. High school year book, with a clearly identifying photo.
17. Medicare/Medicaid card or medical eligibility card.
18. Prison release documents or a letter from probation officer. (Denote a PEN number (SID) on fly sheet whenever possible).
19. DD214 (military discharge papers).
20. Selective Service notification sent to applicant's address.
21. Original or certified copy of any professional degree, certificate or license.
22. School transcript OR at least two report cards from separate years.
23. Motor vehicle lien instrument.
24. Identification card or badge issued by federal, state, or local government agency or entity provided it contains a photo which clearly identifies the individual with information such as name, date of birth, sex, height, and address.
25. Letter of verification/introduction from another state agency responsible for the placement of deprived or handicapped persons.
26. Employment ID with photo provided the photo clearly identifies the applicant.
27. W-2 forms for two years.
28. Medical Card must be presented for the issuance of duplicate CDL license.
29. Driver's log book may be used as a secondary document on a CDL license.
30. Certificate from the Department of Education for driver's education course completion.
31. Completion Certificate from the 36 hour or 6 hour pre-licensing course.
32. Original "Refugee Resettlement Program" letter with color picture of applicant. The color picture will have the agency director's signature across it and a raised agency seal overlapping. This letter will be valid for 15 days from the issue date.