

## Document Requirements Chart (revised October 2010)

Applying for	Required documents for applicants 17 years of age and under	Required documents for applicants 18 years of age and over
Change Date of Birth	One document proving date of birth	One document proving date of birth
Permit	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>One document proving date of birth</li> </ul> Parent/Guardian's consent (signature) is required on the application.	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Document proving date of birth</li> <li>Document proving signature</li> <li>Document proving Massachusetts residency</li> </ul>
Out-of-State Permit Conversion from the United States, Canada, Mexico, and the U.S. Territories	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Current out-of-state Permit</li> <li>Certified copy of driving record not more than 30 days old</li> </ul> Parent/Guardian's consent (signature) is required on the application.  Note: Driver's Education Certificate is required to schedule a road test to obtain a License.	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Current out-of-state Permit</li> <li>Document proving Massachusetts residency</li> <li>Certified copy of driving record not more than 30 days old</li> </ul>
License	<ul style="list-style-type: none"> <li>Permit</li> </ul>	<ul style="list-style-type: none"> <li>Permit</li> </ul>
License Renewal	Not applicable	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Current or expired License</li> </ul>
Duplicate of License, Permit, MA ID, or Liquor ID	Identification is required if not imaged.	Identification is required if not imaged.
Out-of State License Conversion  with previous Massachusetts License expired less than four years	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Certified copy of driving record not more than 30 days old</li> <li>Out-of-state License*</li> </ul> Parent/Guardian's consent (signature) is required on the application.  * If the out-of-state License does not have a photo, an acceptable photo ID from the list of acceptable documents is required.  Note: Must convert Driver's Education Certificate or complete Driver's Education in Massachusetts	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Document proving Massachusetts residency</li> <li>Out-of-state License*</li> </ul> * If the out-of-state License does not have a photo, an acceptable photo ID from the list of acceptable documents is required.  If the License is from Canada, Mexico, or a US Territory (including Puerto Rico), a certified driving record, not more than 30 days old, is required.
Out-of State License Conversion  with previous Massachusetts License expired more than four years  OR  with no previous Massachusetts License	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>One document proving date of birth</li> <li>Certified copy of driving record not more than 30 days old</li> <li>Out-of-state License* (may be used as a document to prove date of birth.)</li> </ul> Parent/Guardian's consent (signature) is required on the application.  * If the out-of-state License does not have a photo, an acceptable photo ID from the list of acceptable documents is required.  Note: Must convert Driver's Education Certificate or complete Driver's Education in Massachusetts.	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Document proving date of birth</li> <li>Document proving signature</li> <li>Document Proving Massachusetts residency</li> <li>Out-of-state License* (may also be used as a document to prove date of birth or signature, but cannot be used for both.)</li> </ul> * If the out-of-state License does not have a photo, an acceptable photo ID from the list of acceptable documents is required.  If the License is from Canada, Mexico, or a US Territory (including Puerto Rico), a certified driving record, not more than 30 days old, is required.
Out-of-state License Conversion  (if you do not have the out-of-state License)	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>One document proving date of birth</li> <li>Acceptable photo ID from the list of acceptable documents (may be used as a document to prove date of birth.)</li> <li>Certified copy of driving record not more than 30 days old</li> </ul> Parent/Guardian's consent (signature) is required on the application.  Note: Must convert Driver's Education Certificate or complete Driver's Education in Massachusetts	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Document proving date of birth</li> <li>Document proving signature</li> <li>Document proving Massachusetts residency</li> <li>Acceptable photo ID from the list of acceptable documents (may also be used as a document to prove date of birth or signature, but cannot be used for both.)</li> <li>Certified copy of driving record not more than 30 days old</li> </ul>
Massachusetts ID  Must be 14 years or older  Cannot hold a valid driver's License	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>One document proving date of birth</li> </ul> Parent/Guardian's consent (signature) is required on the application.	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Document proving date of birth</li> <li>Document proving signature</li> <li>Document proving Massachusetts residency</li> </ul>
Massachusetts ID Renewal	Not applicable	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Current or expired Massachusetts ID</li> </ul>
Liquor ID  Must be 21 years or older  Cannot hold a valid Massachusetts License	Not applicable - applicant must be 21 years or older.	<ul style="list-style-type: none"> <li>Verifiable SSN or Denial Notice with visa, I-94, and current non-U.S. Passport</li> <li>Document proving date of birth</li> <li>Document proving signature</li> </ul>

You must provide one document from each list below to prove Massachusetts residence, signature, and date of birth. These must be three different documents. In addition, you must provide a verifiable SSN or a Denial Notice (not more than 60 days old) issued by the SSA with a visa, I-94, and current non-US Passport.

<b>Massachusetts Residence (Photocopies are not acceptable)</b>
Note: For a document to prove residence, it must state the residential address. A P.O. Box is not acceptable proof of residency.
At least one (1) document must be from this group:
1. Current MA learner's permit, MA license, or MA ID card
2. Expired MA driver's license or MA ID card (expired no more than 12 months)
3. Certified or attested copy of a court order of a federal, state, or county court within the U.S. that contains a raised court seal and includes the applicant's full name, residential address, and DOB (examples include an adoption document, a name change document, and a gender change document) (dated within 12 months of application)
4. Home mortgage or lease; or loan contracts (examples include Retail Installment Sale Agreement, and Motor Vehicle Installment Sale Contract), with the applicant's name, residential address and signature (dated within 12 months of application)
5. Current, valid homeowner's or renter's insurance policy with the applicant's residential address that is for the current or immediate prior year
6. (a) A bank passbook with applicant's name and residential address printed or written in a designated place in the pass book; (b) A bank statement or transaction-related document (no more than 60 days old) on a form generated by the issuing bank and displaying the bank's name and mail address, and the applicant's name and residential address, received through mail by applicant; (c) A checkbook with the applicant's pre-printed name and residential address; or (d) ATM/Debit Card statement with name and residential address (no more than 60 days old)
7. Canceled personal check (copy acceptable if printed on a sheet with other cancelled checks and issued as part of a monthly statement by the bank) with signature of applicant and preprinted residential address on the check and dated not more than 60 days earlier
8. Original or certified copy of a U.S. - issued Marriage Certificate (dated within 6 months of application)
9. A utility bill (gas, electric, wired telephone, wired cable, or heating oil delivery bill) (no more than 60 days old) that contains the applicant's name and residential address
10. Current Massachusetts registration card
11. A property tax or excise tax bill that is for the current or the immediate prior year and contains the applicant's name and residential address
12. Tuition bill or student loan coupons, with residential address, with a due date of not more than 12 months old
13. Original school transcript with name and residential address (not valid if more than 12 months old)
14. Original letter issued and signed by the principal, headmaster, or official keeper of the records of a MA school (including a college or university) on school's letterhead that states the applicant is currently a resident student and includes the name and date of birth (dated within 12 months of application)
15. Medicaid correspondence (dated within six months of application)
16. Credit Report issued by Experian, Equifax, or TransUnion (dated within 12 months of application)
17. Annual Pension or Retirement Statement for the current or immediate prior year
18. Annual Social Security Statement for the current or immediate prior year
19. First-class mail from any federal or state agency that displays residential address
20. W-2 Form from current or previous year that displays residential address
21. Cell phone, credit card, doctor, or hospital bill issued within the last 60 days
22. Voter registration signed & certified by city/town clerk
23. Pre-printed pay stub with employer's name and address and applicant's name and residential address (no more than 60 days old)
24. Current car loan payment book that displays residential address
25. Car insurance policy/bill (no more than 60 days old)
26. Current MA-issued Professional License that displays residential address
27. Jury Duty Summons (dated within 12 months of application)
28. Census or Census Verification for current year
29. MA Firearms Card, with photo, signature, residential address, and DOB (expired no more than 12 months)
<b>18 – 21 years old</b>
30. Notarized statement from parent/legal guardian that states applicant currently resides in the parent/guardian's home

<b>Date of Birth (DOB) (Photocopies are not acceptable)</b>
At least one (1) document must be from this group:
1. U.S. or non-U.S. passport (including passport card) with photo (non-US passport must contain visa and I-94)
2. Current MA learner's permit, MA license, or MA ID card
3. Expired MA license or MA ID card
4. Out-of-state license with photo and DOB issued by a state, territory, or possession of the U.S., D.C., a province of Canada, or a state of Mexico or the Federal District of Mexico City
5. Original birth certificate issued in the U.S. or its territories or a copy certified by the agency that issued the original certificate or a copy certified by a Bureau of Vital Statistics or a state Board of Health within the United States (a hospital-issued certificate is not acceptable)
6. Original out-of-country birth certificate certified by the agency that issued it. If not in English, the certificate must be translated.
7. Certified or attested copy of a court order of a federal, state, or county court within the U.S. that contains a raised court seal and includes the applicant's full name and DOB (examples include an adoption document, a name change document, and a gender change document)
8. Certain Bureau of Citizenship and Immigration Services documents and other U.S. Government immigration documents (See list of Official Immigration Documents)
9. U.S. military discharge papers (DD 214) with DOB
10. U.S. Coast Guard Merchant Mariner card with photo and DOB
11. Original or certified copy of a U.S. - issued Marriage Certificate with DOB listed
12. Original or certified copy of a baptismal certificate, provided the original certificate was issued within one year of the applicant's birth by a church in the U.S. and contains the applicant's DOB
13. Original letter issued and signed by the principal, headmaster, or official keeper of the records of a MA school (including a college or university) that is on school letterhead and states the applicant is currently a resident student and includes the name and DOB
14. U.S. military (or military dependent) ID with photo and DOB
15. MA Firearms Card, with photo and DOB

<b>Signature (Photocopies are <u>not</u> acceptable)</b>
At least one (1) document must be from this group:
1. U.S. or non-U.S. passport (including passport card) with photo (non-US passport must contain visa and I-94)
2. U.S. Coast Guard Merchant Mariner card with photo and signature
3. Current MA learner's permit, MA license, or MA ID card
4. Expired MA driver's license or MA ID card
5. Out-of-state license with photo and signature issued by a state, territory, possession of the U.S., D.C., province of Canada, or a state of Mexico or the Federal District of Mexico City
6. Certain Bureau of Citizenship and Immigration Services documents and other U.S. Government immigration documents (See list of Official Immigration Documents)
7. Lease or loan contracts, with name and signature
8. U.S. military discharge papers (DD 214), with signature
9. Canceled personal check (copy acceptable if printed on a sheet with other cancelled checks and issued as part of a monthly statement by the bank) with signature of applicant and preprinted residential address on the check
10. Original or certified copy of a U.S. - issued Marriage Certificate
11. Current or expired ID with photograph and applicant's signature, issued by a U.S. agency, the District of Columbia, a state or state agency (but not a state college/university ID), a municipality, a territory, or a possession of the United States, a province of Canada, or a state of Mexico or the Federal District of Mexico City
12. U.S. military (or military dependent ID) with photo and signature
13. Selective Service Card with name & signature
14. Social Security Card
15. MA Firearms Card, with photo and signature

<b>Official U.S. Immigration Documents</b>
<b>If the document has an expiration date which has passed, the document is not acceptable. Photocopies are not acceptable.</b>
1. Certificate of Naturalization.....N-550, N-570, or N-578
2. Certificate of Citizenship.....N-560, N-561, or N-645
3. U.S. Citizen Identification Card.....I-179 or I-197
4. Permanent Resident Card ("Green Card").....I-551
5. Temporary Resident Identification Card.....I-688
6. Record of Departure (in valid Foreign Passport).....I-94 The I-94 and the valid foreign Passport it is within, count as only one Acceptable Document.
7. Processed for I-551 stamp (in valid, Foreign Passport)
8. U.S. Permanent Resident Re-entry Permit.....I-327
9. U.S. Refugee Travel Document.....I-571
10. Employment Authorization Card.....I-688B, I-766
11. Documents specific to the applicant based upon decisions of the U.S. Department of State, U.S. Department of Justice (including Executive Office for Immigration Review, Board of Immigration Appeals and former Immigration and Naturalization Service), or U.S. Department of Homeland Security (including Bureau of Citizenship and Immigration Services.)