

How to Obtain Important Identification Documents

Many people who are homeless or are at-risk of homelessness have misplaced key documents that are needed to obtain housing, such as a birth certificate, social security card, or photo ID. Staying in your facility presents an opportunity for these individuals to receive assistance in securing these documents. Below are instructions on how you can assist a patient to collect:

- Birth certificate
- Social security card
- Photo ID
- Citizenship documentation (if applicable)

Birth Certificate

- www.vitalchek.com covers most states and many international locations. Also includes information on how to contact states/other countries for birth certificate information.
- Birth Certificates are also available through the state city/town clerk's office in which the individual was born. If unable to obtain in person, visit that city/town clerk's webpage for an online application or downloadable application.
- Note that fees will vary and typically range from \$10 - \$25.

State Issued Photo ID

- To get a Mass ID you'll need to provide proof of citizenship, a Social Security number and Massachusetts residency. The application can be printed here: <https://www.mass.gov/doc/learners-permit-drivers-license-and-id-card-application/download>
- The fee for a Mass ID is \$25
- You must make an appointment to get a photo ID. On the day of your appointment, you must present hard copies of the following document:
 - Completed Application. The application can be found at: <https://www.mass.gov/doc/learners-permit-drivers-license-and-id-card-application/download>
 - Document proving date of birth
 - Document proving signature
 - Document proving Massachusetts residency (*This may include a letter from the shelter or hospital confirming the individual resides at the facility; it should include full name, date admitted and DOB. It should also state the ID is needed to obtain housing*)
 - A Social Security Number (SSN) that the RMV can verify with the U.S. Social Security Administration (SSA) as having been issued to you.
- All documents must be originals. Photocopies will not be accepted.
- For reasonable accommodations, call Medical Affairs at (857) 368-8020

Social Security Card

- Information about securing a new or replacement card from the Social Security administration can be found at <http://www.ssa.gov/ssnumber/>.
 - To apply for a new card, an individual must present at least two documents that prove their age, identity and US citizenship or current lawful, work-authorized immigration status. The individual must apply in person if they have never received a Social Security Card before.
 - To apply for a replacement card, an individual must provide one document to prove identify.
 - There is no fee to get a new or replacement card; however there is a limit of 3 cards per calendar year and 10 total in a lifetime.
- Some people can apply online for a replacement card – if the individual is age 18 or older, has a US mailing address, and have a driver’s license or stat-issued identification card. If you don’t meet these criteria, follow the instructions online for the individual’s specific situation.
- Required documents:
 - Proof of *Age*: In general, Birth Certificate is used to prove age
 - Proof of *Identity*: US passport, US driver’s license, or US state-issued non-driver identity card must be provided to prove identity. Identity documents must be current (not expired), show the individual’s name, date of birth or age, and preferably a recent photograph. If the individual can not obtain a passport, driver’s license, or state-issued non-driver identity, they may be able to use:
 - Employee ID
 - School ID
 - Health insurance card (not Medicare)
 - US military ID
- Proof of Citizenship: In general, Birth Certificate or US passport is used to prove Citizenship
- Documents must be originals or copies certified by the agency that issued them. Photocopies will not be accepted. Documents must also be current, not expired.