

Assisting Low or No-Income Clients with Obtaining Identification Documents

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LAW PROJECT
CHICAGO COALITION
FOR THE HOMELESS

Agenda

- Introduction to IDs
- Obtaining Birth Certificates in Illinois and other States
- Social Security Card
- State IDs and Driver's Licenses

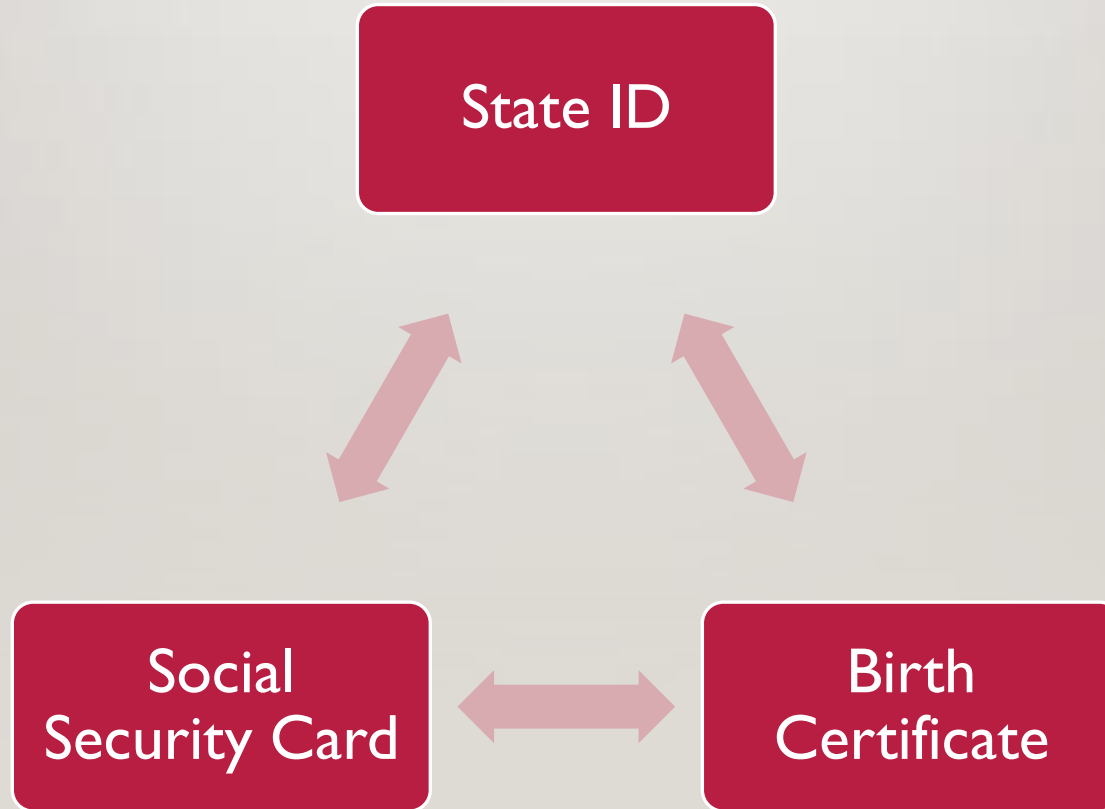
Why Clients Need IDs?

- Work
- Housing
- Bank Accounts and Check Cashing
- Travel
- School Enrollment

Why Don't Clients have IDs?

- Some common reasons:
 - They have had unstable housing and lost all their possessions at some point.
 - Estranged from family as a youth
 - Came to the US as a child and don't know their immigration status or are mistaken about it.
 - Lost or stolen

Getting an ID without any ID: a Vicious Cycle!



Document Requirements to get a State ID or Driver's License in Illinois

- Handout from the Secretary of State
- For a New ID:
 - Proof of Written Signature
 - Date of Birth
 - Social Security Number
 - Proof of Address or Homeless Letter
- For a Replacement ID:
 - Proof of Written Signature
 - Proof of Date of Birth, Social Security # or Proof of Address

Social Security Card is Key

- You can't get a new ID in Illinois without it unless you have a Military ID, a DD214, or a Social Security Award Letter (primary beneficiary)
- To get you Social Security Card, you need a US **birth certificate** or **proof of immigration status**

Step 1: The Birth Certificate

- For a US Citizen client, get this first because you need it to get the Social Security card.
- Getting a birth certificate is the part of the ID process where lawyers are crucial and can cut the red tape for a person with no ID.

Getting a Birth Certificate in Illinois

Illinois Vital Records Act, 410 ILCS 535/25(4)(b):

“Certification or a certified copy of a certificate shall be issued...In case of a birth certificate, upon the specific written request for a certification by the person, if of legal age, by a parent **or other legal representative** of the person to whom the birth record relates.”

An attorney can get a birth certificate in Illinois simply by saying that they represent the client, and by providing the attorney's ID and ARDC card.

Note: Not a bad idea to have written authorization, but usually not necessary.

Personal Information Needed to Obtain a Birth Certificate in Illinois and Most States

- Full legal name at birth
- Date of birth
- Mother's MAIDEN name
- Father's name if it is on the birth certificate
- City, County, and State of birth
- If adopted, names of adopted parents at the time of adoption.

Cost of a Birth Certificate in Illinois

- \$15 from Cook County Vital Records
- \$10 from the State of Illinois Department of Health
- Word of advice: Don't try ordering birth certificates from other Illinois Counties; go through the State.

Birth Certificates are FREE in Cook County for Homeless People and others

- New ordinance as of April 2017
- **Free birth certificates for**
 - anyone unstably housed (doubled-up, inadequate)
 - Those living in a shelter or transitional housing
 - Victims of domestic violence
 - Individuals in Cook County jail or IDOC, or who have been released in the last 90 days
 - Non-profits who represent the individuals listed above

Birth Certificates for Minors and Children

- In Illinois and other States, attorneys will need written authorization from the parent to obtain a child's birth certificate.
- For Unaccompanied Minors (youth on their own), Cook County has recently approved attorneys to get these using a specific form.
- For Unaccompanied Minors in other states, it may not be possible.

Out of State Birth Certificates

- Attorneys can get BCs for clients in most states (NY is a problem)
- Always Submit a Notarized Authorization
 - Notaries don't need ID to notarize a signature, they just need knowledge of the person's identity
- Takes 2-8 weeks typically
- Fill out form online, submit with your ID and ARDC card
 - YOU are the requestor, not the client

Tips for Getting Out of State BCs

- Usually there are two entities you can request it from, sometimes three: State, County, and City (ex: NYC and San Antonio)
- If the State doesn't work, you can try the County or City
- Try, try, again
- If they refuse, try reading the Vital Records Act for that State, they might be wrong about what they need or who is entitled to get it.

Step 2: The Social Security Card

- Client will have to request this by themselves in person
- But you can help them get their second form of ID and complete the application

Replacement Social Security Card for US-Born Citizens

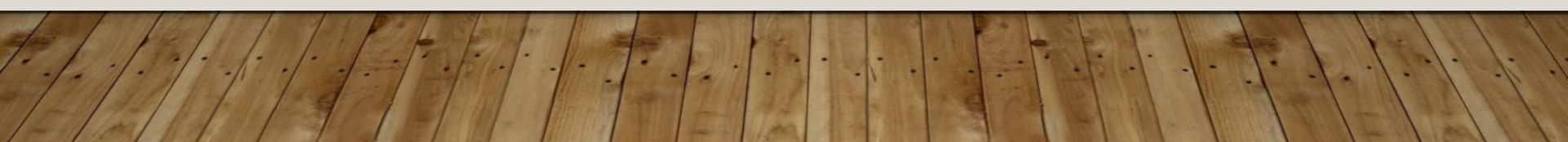
- In addition to their birth certificate, they will need another document to prove their identity. These can include:
 - School ID
 - Work ID
 - Military ID
 - Official School Transcript
 - Medical Records
 - Medical Insurance Card (not paper “medical card”)

Social Security Card for Foreign Born US Citizens

Proof of Citizenship:

- U.S. passport;
- Certificate of Naturalization (N-550/N-570); Certificate of Citizenship (N-560/N-561); Certificate of Report of Birth (DS-1350);
- Consular Report of Birth Abroad (FS-240, CRBA)

Proof of Identity:

- School or Work ID
 - Military ID
 - Health insurance card (not a Medicare card); or
 - School Transcript or Medical Record
 - Passport, State ID
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Social Security Card for Non-Citizens

- Non-Citizens who have permission to work can apply for a Social Security Number or may have one already
- For a replacement card for a non-citizen, you must provide proof of identity and proof of immigration status, such as:
 - Form I-551 (Lawful Permanent Resident Card, Machine Readable Immigrant Visa);
 - I-766 (Employment Authorization Document, EAD, work permit); or
 - I-94 (Arrival/Departure Record) or admission stamp in the unexpired foreign passport.

Documents You Can Help Get

- School Transcript
- Medical Records
- Medical Insurance Card

REQUESTING AN OFFICIAL SCHOOL TRANSCRIPT:

- Ask them the last school they attended (college or high school) and location
- Ask the date they last attended
- Full legal name
- Date of Birth
- Social Security Number
- Will take 2-4 weeks

Requesting Medical Records

- Name of hospital or medical center
- Social Security Number
- Dates of treatment
- Release signed: Get the one for the particular hospital or provider
- Takes 2-4 weeks

Medical Insurance Card

- If client receives Medicaid, they should have received a plastic insurance card from Managed Card Company (Harmony, BCBS, Aetna, Illinicare)
- If they don't have the card, you can call the company and ask for a replacement, need to have the client present
- If they don't know who their Managed Card Company is, you can look it up on the Illinois Client Enrollment Broker website

Medical Insurance Card (con't)

- If client does not have insurance, they can apply for Medicaid online.
- They don't have to come to the office for an interview, and the card will come in the mail.
- 2 months

Apply for a Social Security Card

- Once client has proof of Identity and Citizenship or Immigration status, send them down to the office to apply
- You can help them complete the application in advance

Step 3: State ID or Driver's License

- Bring documents
- Bring fees or fee waiver
- Go to Secretary of State Office to apply

Cost of IDs and Driver's License in Illinois

- State Identification Card
 - Original \$20.00
 - Original under 18 \$5.00
 - Duplicate \$10.00
- Driver's License
 - Basic \$30.00
 - 18-20 \$5.00
 - 69-80 \$5.00
 - 87 and up FREE!!!

Changes to Illinois ID Law

- In 2016 the Secretary of State implemented changes to move towards compliance with Federal Real ID Act
- Applicants are now issued a Temporary ID on the day of application. Valid for 45 days
- Permanent ID is mailed within 30 days

Homeless Certification Letter

- Enables a homeless person to obtain a free Illinois State ID
- Also serves as proof of residency!
- Homeless means on the street, staying in a shelter, or couch surfing / sharing the housing of others due to economic hardship. See *McKinney-Vento Homeless Assistance Act*, 42 U.S.C. 11302 or 42 U.S.C. 11434a(2).
- The individual must also bring a completed Homeless Status Certification Form. **CAN BE SIGNED BY A LAWYER!!**
- Form needs to be notarized

Homeless Certification Letter con'd

Permanent ID will be mailed to the address of the person who completes the form. If your client doesn't pick it up in 60 days, you are required by law to send it back.

Free ID for Persons with a Disability

- Form must be completed by a doctor.
- Definitions of disabilities provided in instructions.

Questions?

