

# Checklist of documents needed for Idaho's Star Card

Visit the following website <http://ITD.IDAHO.GOV/StarCard>

## Step 1 – Prove your identity (Need One Document):

- U.S. passport or U.S. passport card (valid and unexpired).
- U.S. Certified birth certificate from Vital Statistics, (original non-laminated, **No** plastic/ credit card style birth certificates, requires government issued photo ID).
- Consular Report of Birth Abroad (Form FS-240, DS-1350 or FS-545), (requires government issued photo ID).
- Certificate of Naturalization (Form N-550, N-570 or N-578).
- Certificate of Citizenship (Form N-560, N-561 or N-645).
- Permanent Resident Card (Form I-551) – (valid and unexpired).
- Employment Authorization Document (EAD, Form I-766 or I-688B, plus a Foreign passport) - (unexpired). If no passport, customer needs to call ITD for exception process.
- Foreign passport plus I-94, plus EAD card, I-20, or DS-2019 (approved and unexpired).

## Step 2 – Check your name:

- Is your **current full legal name**, on your Driver's License or ID card, the same as the identity document in Step 1?  **YES**  **NO**
- If **NO**, you may need more than one of the following documents to connect your name change:
  - U.S. Certified birth certificate from Vital Statistics, (original non-laminated, **No** plastic/ credit card style birth certificates)
  - Certified and Recorded marriage certificate from Vital Statistics or county clerk (original non-laminated).
  - Court order under petition for name change (must be stamped with court seal).
  - Court order for name change in Divorce decree or decree of annulment (stamped with court seal).
  - Court order for name change in a decree of adoption (stamped with court seal).

## Step 3 – Your Social Security Number (Need One Document):

- Social Security card, with your **current full legal name** (original and non-laminated only).
- W-2 form (print or photocopy of e-document is accepted. Faxes not accepted).
- Social Security Administration 1099 form (print or photocopy of e-document is accepted. Faxes not accepted).
- Non-Social Security Administration 1099 form (print or photocopy of e-document is accepted. Faxes not accepted).
- Pay stub or statement with your name and SSN on it (print or photocopy of e-document is accepted. Faxes not accepted).

## Step 4 – Proof of Idaho Residency (Need Two Documents):

**ORIGINAL OR CERTIFIED COPY, DATED WITHIN 60 DAYS, NAME, and CURRENT ADDRESS (P. O. Box not accepted).**

- Lease/rental agreement, mortgage or deed (original only).
- Records from **one or two separate** public utilities for service address. (Print or photocopy of e-document is accepted. Cell phone bills not accepted. Must show service address of residency and name, but does not need to be the full page.)
- Account statement from bank or financial institution (print or photocopy of e-document is accepted).
- Tax document Form W-2 or Form-1099. (Dated within 60 days, name, and current address).
- Medical or insurance provider statement, invoice, or explanation of benefits. (Dated within 60 days, name, current address).
- Paycheck, paystubs or employment records (print or photocopy of e-document is accepted).
- Idaho school enrollment records or student ID (no college ID) (original only). VOC-60 days for POR. Valid I-20 or DS-2019.
- Motel, hotel, campground or RV park receipt 30+ days of residency on letter head, allowing use as residency (original only).
- Military Leave and Earning Statement (LES) to evidence Idaho residency of applicant deployed outside of Idaho while serving on active duty (print or photocopy of e-document is accepted. Faxes not accepted).
- Relief Agency or Shelter Certification (original only).
- Residency Affidavit (original only).

**ORIGINAL OR CERTIFIED COPY OF LAST ISSUED DOCUMENT**

- Court documents (original only, and must have current residency on the document for proof of Idaho residency).
- Record of property taxes assessed or paid (receipt date within one year, print or photocopy of e-document is accepted).
- A vehicle, homeowners, or renters liability card, binder or bill issued by an **IDAHO BASED** carrier (must be valid and unexpired, must have current residential address, and can be original paper, print, or photocopy of e-document is accepted).

# References for Idaho's Star Card document guidance.

Visit the following website <http://ITD.IDAHO.GOV/StarCard>

## Steps 1 & 2: Lawful Identity, Age, and Name Change Document Resources Guide:

- **National Center for Health Statistics** – For a link to each state/territory to obtain an original or certified copy of a birth record, visit the National Center for Health Statistics' website <https://www.cdc.gov/nchs/w2w/index.htm>
- **Idaho Vital Records** – For an original or certified copy of a birth, marriage, or divorce record, contact the Idaho Bureau of Vital Records and Health Statistics – Vital Records Unit, phone (208) 334-5988, visit the website <http://healthandwelfare.idaho.gov/Health/VitalRecordsandHealthStatistics/tabid/1504/Default.aspx>
- **Marriage and Divorce** – For an original or certified copy of a marriage license or divorce decree, contact the county clerk's office in the county where the marriage license or divorce decree was issued – cost will vary.
- **U.S. Department of State Bureau of Consular Affairs** – For questions about your U.S. Passport or your Consular Report of Birth Abroad (CRBA), visit the U.S. Department of State Bureau of Consular Affairs website <https://travel.state.gov/content/travel.html> You may also contact them by phone: 1-877-487-2778. If you are outside the US or need information regarding a Foreign Passport, please contact the nearest U.S. Embassy or Consulate.
- **U.S. Department of Homeland Security (DHS)** – For questions about your DHS documents, visit the DHS website <https://www.dhs.gov/> You may also call DHS at 1-202-282-8000.
- **U.S. Citizenship & Immigration Services (USCIS)** – For questions about your Citizenship & Immigration Services documents, visit the USCIS website <https://www.uscis.gov/> You may also call USCIS toll-free 1-800-375-5283.

## Steps 3: Social Security Number:

- **Social Security Administration (SSA)** – for information about how to change or correct your name on your Social Security number card, visit the SSA website <https://faq.ssa.gov/ics/support/kbanswer.asp?QuestionID=3749>
- **Social Security Administration (SSA)** – questions about your Social Security Number, you may also call SSA at 1-800-772-1213, or visit the website <https://www.ssa.gov/agency/contact/> local SSA office at 1249 S Vinnell Way # 101, Boise, ID 83709 (Hours 9:00 am- 4:00 pm).
- **Social Security Administration (SSA)** – questions about your SSA-1099 or SSA-1042S, Social Security Benefit Statement you may call SSA at 1-800-772-1213 or visit your local SSA office at 1249 S Vinnell Way # 101, Boise, ID 83709 (Hours 9:00 am- 4:00 pm).

## Without a Star Card, what documents can you use to fly or enter a federal building or military base?

- U.S. Passport or U.S. Passport Card
- U.S. military ID
- DHS trusted traveler card (Global Entry, NEXUS, SENTRI, FAST)
- Permanent resident card
- Border crossing card
- DHS-designated enhanced driver's license
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada card
- Transportation worker identification credential
- U.S. Citizenship and Immigration Services Employment Authorization Card (I-766)
- U.S. Merchant Mariner Credential

TSA provides an updated list of the identifications that will be accepted in lieu of a license or ID with the Star, see the website: <https://www.tsa.gov/travel/security-screening/identification>