

Homeless Applicant ID Process Agency Instructions

Please note that in any situation the requirements to have a listed document in Column 2 (Legal Presence) is always a requirement for an ID and is non-negotiable.

There are two separate tracks for obtaining an ID and both are outlined below.

Fee Waiver Only

Applicant meets and can provide proof documentation to meet Category I (HUD Definition of Literal Homelessness) with an HMIS Card and a Homeless Verification from a Homeless Service Provider. The fee waiver applies to a State ID Only and will not cover the cost of a driver's license.

Applicant has all necessary document for the ID, as outlined on the SOS-428 form attached to this packet with notes for reference, including required documents from:

- Column 1 - Social Security Number
- Column 2- Legal Presence (Most often this is a certified Birth Certificate or a Passport). An ID request cannot be completed without this proof document.
- Column 3 – Identity Verification: *Please note that this includes the additional consideration of an HMIS Card as noted in the packet for those that cannot meet the other more preferred documents*
- Column 4 – Proof of Michigan Residency: For those who are “literally homeless” this can include the additional Homeless Verification Form along with an HMIS Card or the Family Relationship Address Verification. Templates are provided in this packet for both situations.

Follow the steps below to assist participant in obtaining an ID from the Secretary of State (MDOS):

1. Prepare the packet of documents to meet the requirements listed above. **Please note that without documents identified to meet the Legal Presence in Column 2** (most often a Certified Birth Certificate or Passport) **a person will not be able to obtain the ID.**
2. The applicant presents with the required documents to the local branch office.
3. SoS Branch Office staff reviews the packet to make sure all requirements are met to obtain an ID.
4. SoS reviews the HMIS Card and Homeless Verification Letter used in the application process to also waive the \$10 fee.

Homeless Applicant ID Exception Process

Please use this process in situations where the applicant cannot furnish a Social Security Card or a document with the full social security number present. This would apply in situations with documents that only list the last four digits of the social security number.

Applicant has all necessary document for the ID, as outlined on the SOS-428 form attached to this packet with notes for reference, with the exception of Column 1 (Social Security Number) including required documents from:

- Column 1 – Incomplete – Applicant only has last four digits of social security number

- Column 2- Legal Presence (Most often this is a certified Birth Certificate or a Passport). An ID request cannot be completed without this proof document.
- Column 3 – Identity Verification: *Please note that this includes the additional consideration of an HMIS Card as noted in the packet for those that cannot meet the other more preferred documents*
- Column 4 – Proof of Michigan Residency: For those who are “literally homeless” this can include the additional Homeless Verification Form along with an HMIS Card or the Family Relationship Address Verification. Templates are provided in this packet for both situations

Follow the steps below to assist participant in obtaining an ID from the Secretary of State (MDOS):

1. Contact the ID Exception Unit to determine if applicant has an existing ID record with MDOS. Presence of an existing record may streamline the identification requirement process OR determine an ID Exception request is not necessary. ID Exception Analyst contact info:

Ardiana Cera (734) 207-7856
John Strodtbeck (517) 636-5435

2. Complete the ID Exception Unit Cover Letter (Request for Review of Documentation) with the applicant; ensure it is on your agency’s letterhead and completed in full, including a list of all documents attached to the letter. The Request for Review template provided has several sections that need to be replaced. Replace with specific language in any area that is in caps/underlined text which is instructions/placeholders.

3. Provide applicant with the ID Exception Unit Release of Information and have him/her sign the form.

4. **Fax to the ID Exception Unit at (517) 763-0176** the agency letter and all other documents for review; documents should include (*see SoS-428 for detailed acceptable documents*):

- Agency letter (on letterhead)
 - ID Exception Unit Client Release of Information for HMIS
 - Applicant’s identification documents
 - Proof of SSN (last four digits) or SSA letter of ineligibility for an SSN
 - Ineligibility letter applies to applicant who is ineligible to work due to legal status
 - Legal presence document
 - Identity document (*may include HMIS ID card*)
 - Residency documents
 - 2 documents (*e.g., utility or phone bills, bank statements, DHS or SSA notices, voter, medical, pay stub; federal, state, or local government documents, etc.*)
- Note:** Residency documents in a family member’s name may be used if documents are presented to establish the family relationship.
- OR
- A shelter verification letter (*on shelter letterhead*) dated within 30 days as a single residency document

Note: Include photocopies of the back of documents containing information

The **ID Exception Unit will review the paperwork** and notify agency representative and designated branch office of whether documentation provided is sufficient enough to obtain an ID card.

- **Yes** – ID Exception Unit will send approval notice to agency representative via fax and/or email. Notification will be sent simultaneously to the agency representative and MDOS designated branch (as specified on the Request for Review of Documentation Form) to expedite the process.
 - ID Exceptions Unit will fax all submitted documents, including the approval notice to the office designated MDOS branch office.

- Agency representative will advise applicant to go to designated MDOS branch office with all original documents, including approval notice to complete application process.
 - Branch staff will ensure all documents are presented, have applicant complete a DE-36 Application Form, and fax completed DE-36 to ID Exceptions indicating transaction was processed.
 - **No** – Agency representative will work with applicant to provide the additional identification documents or information requested by the ID Exception Unit.
5. This application, once approved, as the person is also literally homeless, will also be eligible for the Fee Waiver program. Please review the steps in the Fee Waiver section for instructions.