Resources to obtain Vital Documents

Standard ID (has had valid ID within past 5 years)

1. If the client has had a valid ID within the past 5 years, they will need to obtain a duplicate ID
   a. If the client isn't sure, you can contact MN Driver and Vehicle Services:
      i. DVS.driverslicense@state.mn.us or 651-297-3298
2. Schedule an appointment: [Appointment Booking](#)
   a. *Select Service* – choose "REAL ID or standard driver's license or state ID (no driver tests)"
      i. *Note: The requirements for an Enhanced driver's license or state ID are more rigorous*
   b. *Select Date and Time* – appointments are often booked a few weeks out. If the ID is the **only** thing that is holding up the housing process, see the guide titled "Standard ID (emergency procedure)"
   c. *Contact Details* – enter the client's name but your contact info (if client is okay with this)
3. Print copy of confirmation email for your client
4. On appointment day, your client must bring:
   a. Case Manager or Case Aid to assist (highly recommended)
   b. Expired ID (if they have it)

Standard ID (has NOT had valid ID within past 5 years)

1. If the client has not had a valid ID within the past five years, the process is more intensive
   a. If the client isn't sure, you can contact MN Driver and Vehicle Services:
      i. DVS.driverslicense@state.mn.us or 651-297-3298
2. Obtain primary and secondary document, according to these identification requirements: Identification Requirements
   a. Typically, a birth certificate is used as the primary document and a Social Security Card as the secondary document. See the corresponding guides for obtaining these documents
3. Once identification requirements have been met, schedule an appointment: Appointment Booking
   a. *Select Service* – choose "REAL ID or standard driver's license or state ID (no driver tests)"
      i. Note: The requirements for an Enhanced driver's license or state ID are more rigorous
   b. *Select Date and Time* – appointments are often booked a few weeks out. If the ID is the last document that is holding up the housing process, see the guide titled "Standard ID (emergency procedure)"
   c. *Contact Details* – enter your information to receive a confirmation email regarding the booking
4. On appointment day, your client must bring:
   a. Case Manager or Case Aid to assist (highly recommended)
   b. Primary document
   c. Secondary document

Standard ID (emergency procedure)

1. If a duplicate ID is the final piece of the puzzle for the client to obtain housing, you can utilize the Basilica of Saint Mary, which offers vouchers to pay for an ID or DL
   a. This process is quicker than the standard appointment-scheduling process, but we do not want to overwhelm the Basilica with every ID request
2. Determine if the client has had a valid ID within the past 5 years
   a. <u>Yes</u>: Continue to Step 3
   b. <u>No</u>: Before continuing to Step 3, obtain primary and secondary document, according to these identification requirements: Identification Requirements
      i. Typically, a birth certificate is used as the primary document and a Social Security Card as the secondary document. See the corresponding guides for obtaining these documents
3. Call the Basilica main #: 612-333-1381
   a. Tell the Basilica receptionist that you/your client needs an ID voucher
   b. They will transfer you to the proper voicemail box, where you/your client will leave a name and number for a callback
      i. Typically, a callback occurs within 1-2 business days
4. Once a callback is received, the following client information needs to be provided:
   a. Name
   b. DOB
   c. Last 4 of Social Security Number
   d. Current address
5. ID voucher will be issued by the next business day and is valid for 7 days
   a. The Basilica representative will discuss:
      i. Which Service Centers are eligible for the voucher (many options); and
      ii. The hours in which the client should attend (typically between 9-12)
6. On appointment day, your client must bring:
   a. Case Manager or Case Aid to assist (highly recommended)
   b. Expired ID (if they have it) – only if <u>2a</u> was selected above
   c. Primary document – only if <u>2b</u> was selected above
   d. Secondary document – only if <u>2b</u> was selected above

Social Security Card

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1. Fill out Social Security Card application with client and ask them to sign (PDF is fillable)
2. A form of identification must be provided. There are two paths to take:
   a. ID / DL: If the client has a valid ID or DL, you and your client can bring that, along with their application, to the Twin Cities Card Center (1811 Chicago Ave Suite #2, Minneapolis, MN 55404). The Social Security Administration will receive the application and ID, copy the ID, and return it to the client on the spot

Local Resources to assist with paying for state birth certificate and/or MN ID card:

Basilica of St. Mary
Corner of Hennepin Ave. & 17th St.
612.317.3413

Vouchers given out Tuesday, Wednesday & Thursday from 9:30-11AM. Must be Minneapolis resident.

On Fridays from 9-10:30AM, the Basilica gives the vouchers out at the Catholic Charities Opportunity Center, 740 E 17th St (17th & Chicago).

Sharing & Caring Hands/"Mary Jo's"
525 N 7th St
612.338.4640

Assists with ID and birth certificate fees Monday through Thursday, generally from 10AM-3PM (but not over the lunch hour).

St. Stephen's Human Services

Assists households in obtaining their out-of-state U.S. birth certificates.

If you meet the following criteria, you can walk-in to St. Stephen's Human Services (2309 Nicollet Ave) Monday-Friday from 9am-4pm for assistance applying for a birth certificate:

- You are applying for an out-of-state (not MN) U.S. birth certificate,
- You have state ID, and
- You do <u>not</u> need help paying the fees.

Please visit St. Stephens website for additional information about the different organizations and the process to get assistance: https://ststephensmpls.org/get-help#birthcertificate