



Visiting one of our offices soon?

Use this checklist before you arrive to make sure you bring in the correct original documents to apply for your driver's license, permit, or identification card.



www.ksrevenue.gov

DE-56A (Rev. 8-21)

Getting Started

Are you getting a Kansas driver's license, (DL), learner's permit (LP), or identification card (ID) for the first time or moving to Kansas from another state? Replacing a lost or stolen DL or ID card? Or do you need to renew your current Kansas DL or ID card?

Follow this checklist to ensure your application process goes as smoothly as possible.

If you were previously licensed in Kansas and have moved back, you will be required to present all first-time credential documents.

Document requirements vary, we have included what you need for different situations.

Build a personal list and collect original versions of the documents you will need to present to comply with Kansas' identification requirements. This will make your visit more efficient.

Before you visit the office:

1. Verify you have all the correct documents.
2. Make sure your documents are originals. Faxed, photo-copied, laminated, or electronic copies of documents will not be accepted.
3. Remember, non-U.S. citizens must be processed through the System Alien Verification for Entitlement (SAVE).
4. If you have questions not answered in this document, check www.ksrevenue.gov, email KDOR_DL@KS.GOV, or call the Kansas Division of Vehicles' information line at 785-296-3671.

First-Time Credential

- You need one document from list A.
- You need two documents from list C.
- You need one document from list D.
- You need one document from list F if your current name does not match that of the document provided from list A.
- If you have obtained an out of state credential, you must provide one document from list G.
- If driver's education has been completed, you must provide the Certificate of Completion.

Non-Citizen Issuance

- You will need to visit a full-service DL office.
- Bring all the documents that give you lawful presence in the U.S. from list B.
- Provide two proofs of Kansas residency from list C.
- If you have a Social Security number, you must bring one document from list D.
- If Driver's Education has been completed, you must provide the Certificate of Completion.

Renewing a DL or ID

- You need a current Kansas DL or ID card.
- You need one proof of Kansas residency from list C.
- If you have lost your DL or ID card, please refer to the replacement instructions.

Replacing a lost DL or ID

- You need two forms of identification of any combination from lists A, B, E, or F.
- You need one proof of Kansas residency from list C.

Name Change

- You need your current DL or ID card.
- You need one original document from list F.
- You need one proof of Kansas residency from list C.
- If you have lost your DL or ID card, please refer to the replacement instructions.

Address Change

- You need your current DL or ID card.
- You need one document from list C.
- If you have lost your DL or ID card, please refer to the replacement instructions.
- You can also change your address online at www.ksrevenue.org/dladdresschange

List A

These documents show your date of birth, identity, and lawful status as a U.S. citizen. If possible, select a document that has your current full legal name to avoid documenting any name change.

- Certified birth certificate filed with an office of vital statistics or equivalent agency from your birth state, a U.S. territory, or the District of Columbia.
 - NOTE: Hospital, City, Bureau of Census registrations, and birth registration cards cannot be accepted.*
- An unexpired U.S. Passport or passport card
- Certificate of Naturalization
- Certificate of Citizenship
- U.S. Consular Report of Birth Abroad

List B

These documents show your date of birth, identity and lawful status or presence as a non-U.S. citizen. If possible, select a document that has your current full legal name to avoid documenting any name change.

- Valid Permanent Resident Card
- Valid Employment Authorization Card
- Valid I-94 (i.e., Asylee/Refugee)
- Unexpired foreign passport with valid U.S. entry marking and/or documentation

NOTE: *Certain classifications must also be accompanied by additional documentation for example:*

- *F-1s and M-1s must be accompanied by I-20*
- *J-1s and J-2s must be accompanied by a Certificate of Eligibility for Exchange Visitor, DS2019*

For more information visit U.S. Citizenship and Immigration Services: www.uscis.gov.

List C

These documents establish your Kansas residency and residential address. You must present a recent document that shows your current name and Kansas residential address. A post office box will not be accepted as proof of residential address.

A minor's parent, stepparent or legal guardian may provide two proof of address along with identification to certify the minor's address.

- Kansas renewal postcard
- Current Kansas vehicle registration or title
- Utility bill or equivalent
- Financial institution such as a bank statement, deed, or mortgage
- Rent or lease agreement
- Kansas Voter Registration Card
- Current auto, life, or homeowner's insurance bill
- Educational transcript/school grade card
- Valid professional license by a U.S. agency
- Current W-2 or 1099
- Check stub
- Mail from a federal, state, county, or city agency
- Department of Corrections Certificate of Identification
- Blank or void check
- USPS change of address confirmation
- Letter or bill from optometrist, physician, dentist, etc.....

List D

You will need one document that contains your current name and Social Security number.

- Social Security Card
- Current W-2 or 1099
- Current pay stub

A Social Security number is not required for non-U.S. citizens with a non-work status.

List E

If you need a replacement DL or ID card, you may use any of these documents as additional identification.

- Military ID, NGB22 or DD-214
- Medical health card or records
- State issued driver's license or identification card
- Student or employee ID card with photo
- Immunization records
- Federal or state income tax return
- W2 or check stub
- Credit or debit card with photo
- Current vehicle title
- Current vehicle registration
- Voter registration card
- Professional license
- Disabled ID card
- Department of Corrections ID

NOTE: *A social Security Card cannot be used for proof of identity.*

List F

If you have legally changed your name, these documents will help connect your former name to your current name. The documents must be certified or original copies.

- Government issued marriage certificate
- Divorce Decree- Name Restored as
- Adoption Decree
- Court Order of Legal Name Change

List G

If you have been issued an out of state credential, you must present one of the following documents from the state of issuance.

- Most recently issued out of state credential.
 - Temporary copies or photocopies cannot be accepted.
- Motor Vehicle Record or Report dated within the last 30 days
- Clearance letter dated within the last 30 days