

Getting an ID When You Have Lost all Forms of ID

What do you do when you have lost all of your forms of ID? Here is a step by step guide. * Indicates a direct link to online agencies and forms you can find at helplinecenter.org/idhelp

1. First, replace your Birth Certificate

- Order in person
 - In South Dakota, go to any County Register of Deeds Office* or the State Office of Vital Records and complete an application.
 - Bring 2 alternative forms of identification (a government issued photo ID, or alternates could include: utility bill with current address; bank statement with current address; pay stub (must include your name, Social Security number plus name and address of business); or car registration or title with current address.
 - Fee: Certificate, \$15.00
 - Payment options: May vary by location. Call ahead to find out.
- Order by mail
 - Obtain an application at any County Register of Deeds Office or *online
 - Mail it in to one of the following:
 - Any County Register of Deeds Office
 - State Office of Vital Records 207 E. Missouri, Suite 1-A, Pierre, SD 57501
 - Application must be signed by a notary **or** include a clear copy of an acceptable photo ID
 - Fee: Certificate, \$15.00
 - Payment options: Check or money order.
- Phone and Internet Orders
 - For an additional cost, you can process your request through an independent company via phone or online. This option includes the ability to expedite the request.
 - *VitalChek Network, Inc. (605) 773-4961
 - Fees include: Certificate - \$15.00; Vital Check Fee, \$6.50; Expedite Fee, \$5.00; Optional UPS Next Day, \$17.50
 - Payment options: All major credit cards are accepted, including American Express, Discover, MasterCard or Visa.

2. Second, replace your Driver's License or Non-Driver ID

- Take your certified birth certificate and other necessary * documents to the local Department of Public Safety to replace your driver's license or non-driver ID.
- Some people may be eligible to renew or obtain a duplicate online.

3. Finally, replace your Social Security Card

- In person:
 - Obtain an application at your local social security office, or print out an application * online
 - Submit the application along with appropriate required documents:
 - Citizenship = US. Birth certificate or U.S. Passport
 - Proof of age = Birth Certificate
 - Proof of identity = U.S. driver's license; State-issued non-driver identification card; or U.S. passport.
 - If you do not have these documents (and can't get them replaced) you will need other documents including: Employee identification card; School identification card; Health insurance card (not a Medicare card); or U.S. military identification card.
 - Please note:
 - documents must be original; copies or expired documents won't be accepted
 - 1 document can be used for 2 purposes (i.e. a passport can be both proof of both citizenship and identity. However, you need at least 2 separate documents total)
- * Online: You may be able to apply for a replacement card online if you:
 - Are a citizen age 18 or older with a U.S. mailing address (this includes APO, FPO, and DPO addresses)
 - Are not requesting a name change or any other change to your card
 - Have a driver's license or state-issued identification card from one of the many participating states or the District of Columbia.

* Sources:

- Department of Health Certificates & Records
- Department of Public Safety
- Social Security Administration

Disclaimer: This Helpsheet is developed by the Helpline Center. HelpSheets provide a brief overview of the designated topic. For more information, call 211 or text your zip code to 898211, or visit our online database at www.helplinecenter.org/211database.

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