

# Replacing Important Papers/Documents

## Adoption Papers

- To open a file, contact your local Department of Social Services Office using the following link.
  - <https://dss.sd.gov/findyourlocaloffice/>
- Adoptees may also file a petition by contacting the Division of Child Protection Services' Adoption Unit at 605-773-3227.
- Only the adoptee and the adoptive parents can open sealed adoption files according to South Dakota law SDCL 25-6-15.

## Birth, Death, Marriage, & Divorce Records

- Birth, death, marriage, and divorce records can be replaced by visiting your County Register of Deeds office. Valid photo ID (Federal, State, or Tribal) and fee are required.
  - <https://doh.sd.gov/records/OrderingVitalRecords.aspx?>
- If you were not born in South Dakota, you can visit the National Center for Health Statistics website for contact information for other states. <https://www.cdc.gov/nchs/w2w/index.htm>
- Tribal marriage and divorces can only be obtained directly from the affiliated tribe.

## Credit Cards

- Most credit card companies will require your name, address, and Social Security Number to obtain a new card.
- For American Express call 800-528-4800.
- For Discover call 800-347-2683.
- For MasterCard call 800-627-8372.
- For Visa call 800-847-2911.

## Driver Licenses (New Driver)

- Visit any DMV office with your acceptable identification and proof of address. New drivers must pass written knowledge exam and road skills test. Fee is required.
  - <https://dps.sd.gov/driver-licensing>
- You will need proof of your date of birth, identity, and legal status (Passport, Birth Certificate, or Certificate of Naturalization).
- You will need proof of your Social Security Number (Social Security Card, 1099 form, W-2 form, pay stub with full name and full SSN).
- You will need two proofs of state residency that are less than one year old (utility bill, pay stub, rent receipt, bank statement, transcript from accredited school, mortgage document).

## Drivers Licenses (Renewal)

- To renew your license, you may need to pass a vision screening test, have your photograph taken, and pay a service fee.
- You must also present an existing license, proof of Social Security Number (Social Security Card, 1099 form, W-2 form, pay stub with full name and full SSN), and two proofs of residency (utility bill, pay stub, rent receipt, bank statement, transcript from accredited school, mortgage document).

## Immigration Documents

- For citizenship, immigration, permanent resident card (green card), employment authorization, re-entry permit and more, go to the S. Citizenship and Immigration Services' website at [uscis.gov](https://uscis.gov) or visit your local office.

- Find your local office using the following website.
  - <https://www.uscis.gov/about-us/find-uscis-office/field-offices>

### Insurance Policies

- Contact the insurance company for replacement papers.

### Medicaid Card

- Contact your state Medicaid agency (in South Dakota, that is the Department of Social Services Economic Assistance)

### Medicare Card

- Request a replacement Medicare card via your online my Social Security account (<https://secure.ssa.gov/RIL/SiView.action>). You can use this site, even if you aren't currently receiving Social Security benefits. If don't already have a Social Security on-line account, you can create one online. There is a "Replacement Documents" tab. The replacement card will arrive in the mail in 30 days. If you can't or prefer not to use the online service: Call 1-800-772-1213 (TTY 1-800-325-0778), 7:00am – 7:00pm, Monday – Friday or Contact your [local Social Security office](#).

### Military Records

- Veterans or next-of-kin of deceased veterans can request military records from the Veterans Administration at: <https://www.va.gov/records/get-military-service-records/>. Other options include the American Legion, VFW or Red Cross, County Veteran Service Officer, and the County Register of Deeds.

### Mortgage Papers

- Contact your lending institution.

### Passport

- To apply for or renew your passport, visit your local post office or complete form at <https://www.usa.gov/passport>.
- Visit the following website to find passport offices in your area <https://iafdb.travel.state.gov/>. Many post offices require an appointment, so book ahead to confirm.
- The application process, including expedited orders, can take several weeks, so plan ahead.

### Property Deeds

- Contact the recorder's office in the county where the property is located.

### Savings Bonds/Notes

- Complete Form PDF 1048 (Claim for Lost, Stolen or Destroyed U.S. Savings Bonds) by calling 304-480-6112 or at [treasurydirect.gov/forms/sav1048.pdf](https://treasurydirect.gov/forms/sav1048.pdf)

### Social Security Card

- Go to a Social Security Administration office or request a copy of your Social Security statement online [ssa.gov](https://ssa.gov)

- Two separate documents that prove citizenship and identity are required, such as a passport, birth certificate, or driver's license.
- Use the following website to find a social security office near you.
  - <https://secure.ssa.gov/ICON/ic001.action>

### Transcript of Your Tax Return

- Call nearest Treasury Department office, IRS office or 800-829-3646; request form 4506.
- To find your local IRS office, visit <https://www.irs.gov/help/contact-your-local-irs-office>

### Vehicle Registration & Title Application

- Contact your local DMV office.
- To register a vehicle, you will need an application, proof of identity, evidence of the vehicle purchase, and proof of auto insurance for the vehicle. Fees administered by county.
  - [https://dor.sd.gov/motor\\_vehicles/](https://dor.sd.gov/motor_vehicles/)
- To obtain a title, you will have to fill out an application, provide details about the vehicle, and pay a fee. All applications must be submitted at the local county treasurer's office.
  - You must provide a driver's license, copy of application, and an auto insurance card.

For more information on how to replace important documents, call 211 or search our online database:

- [www.helplinecenter.org/211database](http://www.helplinecenter.org/211database)
  - Use the following keyword search items:
    - County Register of Deeds
    - Drivers Licenses
    - Birth Certificates
    - Death Certificates
    - Passports
    - Military Records

### Sources

- Department of Social Services: Adoption Records – <https://dss.sd.gov/childprotection/adoption/records.aspx>
- South Dakota Department of Health: Ordering Vital Records <https://doh.sd.gov/records/OrderingVitalRecords.aspx?>
- DMV: How to Apply for a New Drivers License in South Dakota – <https://www.dmv.com/sd/south-dakota/drivers-license>
- DMV: How to Renew Your Drivers License in South Dakota – <https://www.dmv.com/sd/south-dakota/drivers-license-renewal>

**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.

**Updated:** June 2019