

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:

1. First, replace your Birth Certificate

- Order in person
 - In South Dakota, go to the State Office of Vital Records of any [Register of Deeds](#) office, and complete an application.
 - Bring 2 alternative forms of identification (if you do not have a government issued photo ID, 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.
 - For other states, contact the Vital Records office state you were born in.
- Order by mail
 - Obtain an application online at <https://doh.sd.gov/documents/Records/StateApplication.pdf> or at any Register of Deeds office.
 - 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 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 vitalchek.com
 - 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.

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

- ● Take your certified birth certificate and other necessary [documents](#) to the local Department of Motor Vehicles to replace your driver's license or non-driver ID.
 - For those who don't have the necessary documents, consider filling out a [Consent for Use of South Dakota Address form](#) through the Department of Public Safety. This would allow you to list another person's address as your own; that person would fill out the form and provide appropriate documentation.
 - For individuals' who are in a temporary living situation (homeless shelter, treatment facility, etc.) staff of that program can write a letter stating that you currently reside at that facility; it should be on company letterhead.
- Some people may be eligible to renew or obtain a duplicate online.
<https://dps.sd.gov/driver-licensing/renew-and-duplicate/renew-online>
 - You will need to upload 2 documents that prove your address. They must show your name and be less than one year old.
 - The license will be mailed in 2-3 weeks, and there is an additional \$2.00 fee (in addition to the renewal fee) for using the online option.

1. Finally, replace your Social Security Card

- ● In person:
 - Print out an application online at <https://www.ssa.gov/forms/ss-5.pdf>, or you can obtain one at a local social security office.
 - 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); 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 (ie. a passport can be both proof of both citizenship and identification. 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.
 - Visit: <https://www.ssa.gov/ssnumber/> for more information

For more information on obtaining various forms of ID, call 211 or search our online database:

- www.helplinecenter.org/211database
 - Use the following keyword search items:
 - Birth Certificates
 - Driver Licenses
 - Social Security Numbers
 - Notary Public Services
 - Motor Vehicle Registration
 - Passports
 - ID Card Expense Assistance
 - Birth Certificate Fee Payment Assistance
 - Driver License Fee Payment Assistance

Sources:

- Department of Health Certificates & Records <https://doh.sd.gov/records/birth-records.aspx>
- Department of Public Safety <https://dps.sd.gov/driver-licensing>
- Social Security Administration <https://www.ssa.gov/ssnumber/>

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.

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