



ONE-PERSON-ONE-RECORD PERSONAL INFORMATION REQUIREMENTS MATRIX

Revised April 12, 2021

	STATUS	WHAT WE NEED
1	Idaho Resident	Idaho-issued DL/# or ID card/#. Otherwise, need other identification document* to verify legal name, and social security card/SSN **
2	New-Resident from another state, in Idaho under 90 days. No Idaho DL yet.	DL from other state to verify legal name, and SSN ** stated by customer. (Advise customer of need to get Idaho DL within 90 days.) If no DL from another state, need other identification document* to verify legal name, and social security card**.
3	Non-Idaho U.S. Resident w/ Idaho Address (Idaho Use), US Military, or US Student	DL from other state to verify legal name, and SSN** stated by customer. If no DL from another state, need other identification document* to verify legal name, and social security card**.
4	Foreign Citizen (includes Military, Students, and Visitors)	Foreign passport or other legal identification document* to verify legal name, and social security card/SSN, or Individual Taxpayer I.D. Number (ITIN) supported by an ITIN card or letter from the IRS assigning it***. If no SSN or ITIN, need Certification of No SSN form (ITD-3823) completed by the individual. Living in Idaho with an established physical Idaho address, or vehicle used in Idaho with Idaho address provided - "Idaho Use".
5	Business, Trust, or Other Entity	EIN, or "Certification of no EIN for a Business, Trust, or Other Entity" form (ITD-3823). For transfers to trusts, copies of trust documents showing grantor/trustor shown on current title remains trustee or beneficiary of trust is also acceptable as evidence of no EIN.
6	Duck Valley Nevada Resident	Idaho driver's license/# or Nevada driver's license (with Native American ID Card) to verify legal name*, and SSN ** stated by customer.
7	Idaho Resident, Non-Driver	Idaho ID card/# along with SSN ** stated by customer, or other identification document* and SS card**. (Must be of driving age to title and register a vehicle.)
8	Non-Idaho U.S. Resident, Non-Driver	State DMV-issued ID card along with SSN ** stated by customer or other identification document* and SS card**. (Must be of driving age to title and register a vehicle in his/her name only.)
<p>* For any individual who does not have an Idaho driver's license or ID card, other acceptable documents to establish full legal name include:</p> <ul style="list-style-type: none"> • Driver's license issued by another state • Identification card issued by another state DMV • Certified original U.S. birth certificate or certified abstract • Original naturalization/citizenship certificate • Immigration/Naturalization card from the Dept. of Homeland Security, e.g., employment authorization card, permanent residency card, etc. • U.S. or foreign passport or passport card • Certified court name change document • Matricula Consular Card • Guardianship or custody documents, notarized or court-certified • Certified marriage certificate (meeting Idaho Standards) w/seal & document # showing it was recorded (for last name verification only) • Certified divorce document from court or state vital statistics office 		
<p>** Or a letter from the Social Security Administration indicating the individual has no SSN. *** ITIN card or IRS letter not required to verify ITIN if customer has a record in GEM with an ITIN.</p>		