



STATE OF NEW JERSEY

Date: February 22, 2023

Thank you for bringing the MVC mobile unit to your community. Your scheduled dates for 2023 are as follows:

Contact Information

2023 Event Dates/Locations
Monday, May 22, 2023 Thursday, July 6, 2023 Wednesday, October 11, 2023
Address: Borough of Park Ridge 55 Park Avenue – Borough Hall Park Ridge, NJ 07656-1917

**Customer List:**

**Provided below is the link to the google form, you must use the google form to register customers for your event.** The google form allows us to monitor how many people are registered for your event. **Your event will be canceled if you do not have the minimum number of customer's sign up.**

- 5/22 Park Ridge: <https://forms.gle/eMHfHUwBxQhhTrZu5>
- 7/6 Park Ridge: <https://forms.gle/qBaKjNxMU3ZrDgM8A>
- 10/11 Park Ridge: <https://forms.gle/zeC3UhK9wmvd7RKH8>

**REAL ID customers will pick a time slot on the google form. All other customers will be on a walk-up basis.**

- Hours of Operation: 10:00 am to 2:00 pm
- The Mobile Truck(s) will need 15 - 20 parking spaces per truck coned off for the driver's visibility to park the truck and three (3) reserved parking spaces for staff.

We have included the document brochure for both Standard and REALID and a flyer you can use to spread the word.

CDLs, exams, titles, and out-of-state transfers are not performed at the mobile unit.

Please let our team know if you have any questions.

# NEW JERSEY STANDARD LICENSE & NON-DRIVER ID REQUIREMENTS

Documents not written in English must be accompanied by a certified translation in English.

6 POINTS

## PROOF OF IDENTITY/PROOF OF DATE OF BIRTH

No primary or secondary documents can be expired more than three years.

Note: Commercial Driver License (CDL) applicants must provide proof of US citizenship or lawful permanent resident status in the US.

### PRIMARY Applicant must submit at least one document from the following

- 4 US or US territory birth certificate or certified copy filed with a state office of vital statistics or equivalent agency in the individual's state of birth
- 4 US Department of State birth certificate (Form FS-545 or DS-1350)
- 4 US Department of State Consular Report of Birth Abroad (Form FS-240)
- 4 US adoption papers
- 4 US passport or passport card
- 4 Foreign government issued passport from applicant's country of citizenship
- 4 NJ digitized driver license (including probationary license)
- 4 NJ digitized non-driver ID card
- 4 US military photo identification card (Common Access Card)
- 4 Original birth certificate from any country
- 4 Photo driver license from any state, US territory or the District of Columbia
- 4 Photo driver license issued by country other than the US, must be presented with another government issued document
- 4 Certificate of Naturalization (Form N-550, N-570 or N-578)
- 4 Certificate of Citizenship (Form N-560, N-561 or N-645)
- 4 Permanent Resident Card (Form I-551)
- 4 ID card issued by a consulate or national government
- 4 Refugee Travel Document (Form I-571)
- 4 US Re-entry Permit (Form I-327)
- 4 I-94 stamped "Refugee," "Parolee," "Asylee," or "Notice of Action" (Form I-797 approved petition) by USCIS
- 4 I-94 with attached photo stamped "Processed for I-551..." by USCIS
- 4 Photo Employment Authorization Card (Form I-766) (must be presented with a valid SS card or proof of ITIN)
- 4 REALID compliant driver license or non-driver ID from any state, US territory or the District of Columbia

### SECONDARY Applicant must submit at least one document from the following

- 3 NJ digitized driver license (including probationary license)
- 3 NJ digitized non-driver ID card
- 3 Photo driver license from any state, US territory or the District of Columbia
- 3 Legal name change court order signed by a judge or court clerk
- 3 Civil marriage or civil union license or certificate or divorce decree
- 3 Document issued by US DHS
- 3 US Uniformed Services photo ID card
- 3 US Civilian Retiree photo ID card
- 3 Veteran's Administration universal access photo ID card
- 3 Official school or college photo ID card with transcript or school records (with applicant's DOB) from any country
- 3 NJ Firearm Purchaser card
- 2 US government employee driver license
- 2 US government employee photo ID card
- 2 US military discharge papers (DD214)
- 2 FAA pilot license
- 2 Certified adoption records from any country - other than the United States
- 2 NJ DOC ID card

### (NO MORE THAN TWO 1-POINT DOCUMENTS ALLOWED):

- 1 Driving privilege card with photo issued by any state, municipality, US territory or the District of Columbia
- 1 State professional license
- 1 NJ Public Assistance card with photo
- 1 SS card with SSA verification
- 1 High school diploma or GED, college diploma or trade school degree from any country
- 1 Bank statement/record on bank letterhead (can't be used in conjunction with ATM card)
- 1 ATM card with preprinted name and applicant's signature (can't be used in conjunction with bank statement)
- 1 Health insurance card or prescription card
- 1 Employee identification card accompanied by a printed pay stub from applicant's employment in the US
- 1 Property tax statement, bill or receipt issued by a NJ municipality
- 1 For NJ high school students: a waiver certificate for the written portion of the driver test

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## PROOF OF NJ RESIDENCY

Applicant must submit one document from the following (NOTE: All documents must display residential address and have applicant's name)

- NJ driver license/non-driver identification card, or a Motor Vehicle Commission issued driver license renewal form
- Property tax bill, statement, or receipt or any letter or correspondence received from the IRS or state tax office within the past year
- Original unexpired lease or rental agreement with name of applicant as lessee or renter
- Checking or savings account statement from a bank or credit union issued within the last 60 days
- If under 18, statement from parent or guardian certifying address of applicant
- Utility or credit card bill issued in the past 90 days
- A deed or title to real property
- First class mail from any government agency in the past six months
- High school or college report card or transcript within the past two years

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## PROOF OF SSN

Applicant must submit social security number on application for verification with SSA.

OR

## PROOF OF ITIN

Applicant must submit one of the following:

IF verification fails you must submit one of the following to include full name and full SSN:

- Social Security Card (no copies)
- W-2 Form issued within the past year
- Pay stub issued within the past year
- SSA-1099 Form issued within the past year
- Non-SSA-1099 Form issued within the past year

- Official document from the IRS or the New Jersey Division of Taxation displaying applicant's name and ITIN.
- NJ income tax refund displaying ITIN

Legal proof of name change is a certified marriage or civil union certificate, divorce decree, or court order linking the new name with the previous name. A divorce decree may be used as authority to resume using a previous name only if it contains the married name and previous name and states a return to use of the previous name. A marriage or civil union certificate may only be used as proof of change to a last name.

\*Individuals ineligible for an SSN and who do not have an ITIN may submit a signed affidavit form available on the initial license page of the MVC website [NJMVC.GOV](http://NJMVC.GOV). The affidavit must be notarized, or signed in front of an MVC agency employee. False statements are punishable by law.

R: 6/2022

ALL IDENTITY DOCUMENTS MUST BE ORIGINAL OR CERTIFIED COPIES IN ENGLISH AND HAVE THE REQUIRED STATE AND/OR MUNICIPAL SEALS.

- Certified copies of NJ records are available from the municipality that originally issued them and from the Office of Vital Statistics and Registry: [nj.gov/health/vital](http://nj.gov/health/vital) or (609) 292-4087

- For a replacement SSN card visit: [socialsecurity.gov/myaccount](http://socialsecurity.gov/myaccount)
- If the applicant's birth certificate is from Jersey City/Hudson County, you must check: [state.nj.us/health/vital/order-vital/jersey-city-hudson-county-records](http://state.nj.us/health/vital/order-vital/jersey-city-hudson-county-records)



START HERE

STEP I 2 PROOFS OF RESIDENTIAL ADDRESS

- Valid NJ driver license/non-driver identification card, or a Motor Vehicle Commission issued driver license renewal form (displaying residential address)
- Utility or credit card bill issued in the past 90 days
- Checking or savings account statement from a bank or credit union issued within the past 60 days
- Original, unexpired lease or rental agreement
- Tax bill, statement or receipt, and/or any letter or correspondence received from the IRS or tax office within the past year
- First class mail from any government agency in the past six months
- If under 18, statement from parent or guardian certifying address of applicant

NEXT

STEP II 1 PROOF OF FULL SSN

Applicant must submit social security number on application for verification with SSA. IF verification fails you must submit one of the following to include full name and SSN:

- Social Security Card
- W-2 Form issued within the past year
- Pay Stub with name and full SSN
- 1099 Form issued within the past year

CONTINUE

Documents from steps I and II may also be used as secondary documents if listed as an option

STEP III 6 POINTS COMBINED FROM PRIMARY AND SECONDARY (REQUIRED)

PRIMARY  
Select one and only one document from Primary.

- 4 Unexpired US passport or passport card
- 4 US or US Territory birth certificate certified copy filed with a state office of vital statistics or equivalent agency in the individual's state of birth
- 4 US Department of State birth certificate (Form FS-545 or DS-1350)
- 4 US Department of State Consular Report of Birth Abroad (Form FS-240)
- 4 Certificate of Naturalization (Form N-550, N-578, or N-570)
- 4 Certificate of Citizenship (Form N-560 or N-561)
- 4 Current Permanent Resident Card (Form I-551) issued by USCIS (with expiration date)
- 4 Unexpired foreign passport with valid visa and I-94 (stamp or form version)
- 4 Current photo employment authorization card (USCIS Form I-688B or I-766)
- 2 Current Permanent Resident Card (Form I-551) issued by INS (without expiration date)

SECONDARY  
Cannot use more than two 1-point documents.

- 1 Unexpired standard photo driver license from NJ or any state, or US Territory, and the District of Columbia
- 1 Unexpired standard non-driver identification card from NJ only
- 1 Social Security card
- 1 Bank/credit union statement or record (within the past 60 days)
- 1 ATM/debit card with preprinted name and applicant's signature (ATM/debit card and bank statement cannot be submitted together)
- 1 Current health insurance card or prescription card displaying applicant's name
- 1 Current employee identification card with pay stub
- 1 State professional license
- 1 NJ public assistance card with photo (also known as an NJ Social Services identification card)
- 1 High school diploma, GED or college degree
- 1 Property tax statement, bill or receipt issued by an NJ municipality
- 1 For NJ high school students: a waiver certificate for the written portion of the driver's test
- 1 Veterans Administration universal access photo identification card
- 2 Unexpired federal government employee driver license
- 2 Unexpired federal government employee photo identification card
- 2 US military discharge papers (Form DD-214)
- 2 FAA pilot license
- 2 US school photo identification card with transcript or school records
- 2 US college photo identification card with transcript
- 3 Legal name change court order signed by a judge or court clerk
- 3 Civil marriage or civil union certificate or divorce decree
- 3 US adoption papers
- 3 Current US military photo identification card
- 3 Current US military dependent card
- 3 US military photo retiree card
- 3 NJ firearm purchaser card
- 4 Unexpired REALID driver license, non-driver identification card, or probationary license from any state, US territory and the District of Columbia

Note: Financial information can be blacked out

Legal proof of name change is a certified marriage or civil union certificate, divorce decree, or court order linking the new name with the previous name. A divorce decree may be used as authority to resume using a previous name only if it contains the married name and previous name and states a return to use of the previous name.



# YOUR MVC IS COMING TO YOU!



**Location**

**Date:**

**Schedule Appt.:**

\* Please note: Cancellations may occur due to weather conditions or at the discretion of the MVC over unforeseen circumstances.

## OUR "AGENCY-ON-WHEELS" OFFERS ...

### Driver Licenses

The Mobile Units provide the opportunity for drivers to renew their license, obtain a duplicate license, change their name or address on their license, add a boat endorsement, add a veteran designation, register to vote and/or make organ donation selections.

### Non-Driver Identification Cards

The Mobile Units can provide residents with photo identification that may then serve as a primary or secondary form of personal ID.

### REAL ID

Mobile units can provide **REAL ID** to a limited number of customers. Customers that have scheduled appointments for **REAL IDs** must arrive no later than 11:30am, the day of appointment.

### Registrations

Drivers may renew their registration or obtain a duplicate registration card for their vehicle in the Mobile Units.

### License Plates

The Mobile Units allow drivers the option to surrender license plates.

### Placards

Drivers may obtain a Persons with a Disability, Purple Heart, or Disabled Veteran placard from the Mobile Units.

### Exam Permits

Customers can apply for an examination permit to take the test. However, this test is not available in the Mobile Units.

**PLEASE VISIT [NJMVC.GOV](http://NJMVC.GOV) FOR TEST LOCATIONS.**



### WHEELCHAIR ACCESSIBLE

NJMVC Mobile Units are wheelchair accessible and easy for all to use.



**NJMVC**  
New Jersey Motor Vehicle Commission