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## DRIVER'S LICENSE / STATE ID CHECKLIST

### HELPFUL INFORMATION

All Out-of-Country and US Territories driver's license transfers must be done at the \*\*Division of Motor Vehicles (DMV) Cranston headquarters. These transactions are not performed at DMV branch locations or AAA branch offices.

The computerized knowledge exam is available at the DMV Cranston headquarters. A vision test will be given at this time. **Due to COVID-19, Rhode Island DMV is currently open by reservation only. Reservations can be made on the Rhode Island DMV website (<https://dmv.ri.gov/>). NO WALK-INS ALLOWED.**

International Driving Permits: Although many countries do not recognize United States driver's licenses, most countries accept an International Driving Permit (IDP). An IDP functions as an official translation of a US driver's license into 10 foreign languages. For additional information please visit: [www.dmv.ri.gov](http://www.dmv.ri.gov).

\*\*Cranston Headquarters:  
600 New London Avenue  
Cranston, RI 02920  
(401) 462-4368  
Hours: Monday through Friday 8:30 am to 4:00 pm  
RIPTA: Bus 21

### DOCUMENTS TO TAKE TO THE DMV FOR F-1 & F-2 VISA:

- LETTER FROM THE OISS OFFICE**  
You will need a letter showing enrollment on our letterhead.  
Please fill out the Driver's License/State ID Letter Request form and submit it to our office.  
Your letter will take 3-5 business days to process so please plan accordingly.
- SOCIAL SECURITY CARD**  
Or a denial letter from the Social Security Administration (SSA) office. **Due to COVID-19, please contact us at [oiss@risd.edu](mailto:oiss@risd.edu) if you require a denial letter.** We will notify the SSA that you require this letter, and they will contact you directly with instructions on how to request it. A denial letter states that you are not eligible for a Social Security number at that time.  
The SSA office is in walking distance from RISD: 6th Floor, One Empire Plaza, Providence, RI 02903
- PROOF OF RESIDENCY**  
On campus, please obtain letter from Residence Life. You can request a letter at [rlo@risd.edu](mailto:rlo@risd.edu) and it will take 2-4 business days to process.  
Off campus, see the Rhode Island DMV - Document Checklist on the back side of this sheet.
- I-20**
- I-94**  
You can print out your I-94 here: <https://i94.cbp.dhs.gov/I94/>.
- VALID PASSPORT**
- RISD ID**

<p><b>New Permit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> A certified birth certificate (not a copy) or Proof of Identity Document (see list)</li> <li><input type="checkbox"/> Driver Education Certificate (if under 18) <sup>1</sup></li> </ul> <p><sup>1</sup> If you have an out-of-state driving certificate, you must take the knowledge exam test.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Security Card* (not a copy)</li> <li><input type="checkbox"/> Proof of residency (see list)</li> </ul>	<p><b>First License</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Learner's permit (if under 18 years of age you will also need your 50-hour Affidavit)</li> <li><input type="checkbox"/> Road Test slip</li> </ul>	<p><b>New ID</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> A certified birth certificate (not a copy) or Proof of Identity Document (see list)</li> <li><input type="checkbox"/> Social Security Card* (not a copy)</li> <li><input type="checkbox"/> Proof of residency (see list)</li> </ul>	<p><b>Motorcycle Permit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Certificate of completion from the RI/Motorcycle Safety course</li> <li><input type="checkbox"/> Current, valid RI license (must hold permit for 30 days)</li> </ul>	<p><b>Out-of-State Transfer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Your current license from the other state <sup>2</sup></li> <li><input type="checkbox"/> Proof of residency (see list)</li> <li><input type="checkbox"/> Social Security Card* (not a copy)</li> </ul>
<p><b>Name Change</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Social Security Card* (not a copy) or notice with your updated name (must wait 24 hours for name change to register with the Social Security Administration)</li> <li><input type="checkbox"/> Current RI license or Identification card</li> <li><input type="checkbox"/> Original marriage certificate, original divorce decree or court papers (U.S., State, or Tribal)</li> </ul>	<p><b>RI License/ID Renewal</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> One identity document (see list)</li> </ul> <p><b>All non U.S. citizens <u>must</u> bring all supporting documents to be reviewed</b></p> <p><b>Lost License/ID/Permit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> One identity document (see list), AND one document bearing your signature (see list)</li> </ul>	<p><b>Motorcycle License</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Current license and valid motorcycle permit</li> </ul> <p><b>Gender Change</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Gender Designation form</li> <li><input type="checkbox"/> Current RI license or Identification card</li> </ul>	<p><b>Motorcycle License</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Certificate of completion from the RI/Motorcycle Safety course</li> <li><input type="checkbox"/> Current, valid RI license (must hold permit for 30 days)</li> </ul>	<p><b>Out-of-State Transfer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Your current license from the other state <sup>2</sup></li> <li><input type="checkbox"/> Proof of residency (see list)</li> <li><input type="checkbox"/> Social Security Card* (not a copy)</li> </ul>

**If the out-of-state license is not available at time of transfer you must submit a driving record or verification from the other state with an Identity Document (see list).**

<p><b>Identity documents (legal name and date of birth) +</b></p> <ul style="list-style-type: none"> <li>Valid U.S. Territory or Canadian Driver's License with photograph, signature, and date of birth (may not be expired for more than one year); <b>or</b></li> <li>Birth certificate (must be original or certified copy, have a seal, and be issued by an authorized government agency such as the Bureau of Vital Statistics; hospital issued certificates are not acceptable); <b>or</b></li> <li>U.S. or foreign passport (B1, B2 and expired passports are not acceptable); <b>or</b></li> <li>U.S. Naturalization Certificate; <b>or</b></li> <li>INS form I-94 (document showing entry into U.S.); <b>or</b></li> <li>INS form I-688 (Temporary Resident ID Card); <b>or</b></li> <li>INS form I-688B, I-766 (Employment Authorization Card); <b>or</b></li> <li>U.S. Active Service, Retiree, or Reservist Military ID Card.</li> </ul> <p><b>+ Government issued Marriage Certificate/License required to prove name change from primary identity document.</b></p>	<p><b>Signature Documents (copies not accepted)</b></p> <ul style="list-style-type: none"> <li>Valid U.S./U.S. Territory or Canadian Driver's License with photograph, signature, and date of birth (may not be expired for more than one year); <b>or</b></li> <li>U.S. or foreign passport (B1, B2 or expired passports are not acceptable); <b>or</b></li> <li>Social Security Card* (not a copy) <b>or</b></li> <li>Work or school ID; <b>or</b></li> <li>U.S. Active Service, Retiree, or Reservist Military ID Card.</li> </ul> <p><b>Proof of Residency</b></p> <ul style="list-style-type: none"> <li>Valid Voter Registration Card.</li> </ul> <p><b>Within 60 Days</b></p> <ul style="list-style-type: none"> <li>Utility bill (gas, electric, telephone, cable, oil) in your name or in the name of an immediate family member with the same last name; <b>or</b></li> <li>Personal check or bank statement with your name and address (no P.O. box); <b>or</b></li> <li>Payroll check stub with your name and address.</li> </ul> <p><b>Within Valid Effective Dates</b></p> <ul style="list-style-type: none"> <li>Insurance policy for your home/apartment with your name and address; <b>or</b></li> <li>Property tax bill for your residence; <b>or</b></li> <li>If a minor, school records, which include the student's address and are for the current school year (or past year if during summer vacation). Acceptable records include a report card, diploma, transcript or ID card; together with parent's license/ID with same address.</li> </ul> <p><b>Within 30 Days</b></p> <ul style="list-style-type: none"> <li>Letter from Rhode Island shelter or halfway house indicating that applicant resides there. Such a letter must be on letterhead, must be dated within presentation and must include name and contact information of an administrator of the shelter or halfway house.</li> </ul>	<p><b>Documents required for Out-of-Country are as follows:</b></p> <ul style="list-style-type: none"> <li>LI-1 form</li> <li>Social Security Card* (not a copy) or Social Security Denial Letter from the Social Security Administration</li> <li>Visa, along with supporting documents</li> <li>Proof of Residency</li> </ul> <p><b>All out-of-country applicants are required to provide supporting documents (e.g., I-94, DS-2019, I-20, etc.) along with the applicable visa.</b></p> <p><b>Documents required for U.S. Territories are as follows:</b></p> <ul style="list-style-type: none"> <li>LI-1 form</li> <li>Drivers License (cannot be expired more than 1 yr)</li> <li>Driving record (cannot be greater than 30 days old)</li> <li>Original Birth Certificate</li> <li>Social Security Card* (not a copy)</li> <li>Proof of RI Residency</li> </ul>	<p><b>All Out-of-Country and U.S. Territories driver's license transfers and RI State ID cards are only done from the DMV Cranston headquarters. These transactions are not performed at any DMV or AAA branch office.</b></p>	<p><b>Out-of-State Transfer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Your current license from the other state <sup>2</sup></li> <li><input type="checkbox"/> Proof of residency (see list)</li> <li><input type="checkbox"/> Social Security Card* (not a copy)</li> </ul>
<p><b>* Docum ntary Proof of Social Security Number</b></p> <ul style="list-style-type: none"> <li>Official Social Security Card (not a copy) (laminated or metal cards are acceptable); <b>or</b></li> <li>Denial letter from Social Security Administration containing applicant's name and date of birth.</li> </ul>	<p><b>Signature Documents (copies not accepted)</b></p> <ul style="list-style-type: none"> <li>Valid U.S./U.S. Territory or Canadian Driver's License with photograph, signature, and date of birth (may not be expired for more than one year); <b>or</b></li> <li>U.S. or foreign passport (B1, B2 or expired passports are not acceptable); <b>or</b></li> <li>Social Security Card* (not a copy) <b>or</b></li> <li>Work or school ID; <b>or</b></li> <li>U.S. Active Service, Retiree, or Reservist Military ID Card.</li> </ul> <p><b>Proof of Residency</b></p> <ul style="list-style-type: none"> <li>Valid Voter Registration Card.</li> </ul> <p><b>Within 60 Days</b></p> <ul style="list-style-type: none"> <li>Utility bill (gas, electric, telephone, cable, oil) in your name or in the name of an immediate family member with the same last name; <b>or</b></li> <li>Personal check or bank statement with your name and address (no P.O. box); <b>or</b></li> <li>Payroll check stub with your name and address.</li> </ul> <p><b>Within Valid Effective Dates</b></p> <ul style="list-style-type: none"> <li>Insurance policy for your home/apartment with your name and address; <b>or</b></li> <li>Property tax bill for your residence; <b>or</b></li> <li>If a minor, school records, which include the student's address and are for the current school year (or past year if during summer vacation). Acceptable records include a report card, diploma, transcript or ID card; together with parent's license/ID with same address.</li> </ul> <p><b>Within 30 Days</b></p> <ul style="list-style-type: none"> <li>Letter from Rhode Island shelter or halfway house indicating that applicant resides there. Such a letter must be on letterhead, must be dated within presentation and must include name and contact information of an administrator of the shelter or halfway house.</li> </ul>	<p><b>Documents required for U.S. Territories are as follows:</b></p> <ul style="list-style-type: none"> <li>LI-1 form</li> <li>Drivers License (cannot be expired more than 1 yr)</li> <li>Driving record (cannot be greater than 30 days old)</li> <li>Original Birth Certificate</li> <li>Social Security Card* (not a copy)</li> <li>Proof of RI Residency</li> </ul>	<p><b>All Out-of-Country and U.S. Territories driver's license transfers and RI State ID cards are only done from the DMV Cranston headquarters. These transactions are not performed at any DMV or AAA branch office.</b></p>	<p><b>Out-of-State Transfer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LI-1 form</li> <li><input type="checkbox"/> Your current license from the other state <sup>2</sup></li> <li><input type="checkbox"/> Proof of residency (see list)</li> <li><input type="checkbox"/> Social Security Card* (not a copy)</li> </ul>

**If license privileges are currently suspended, you must contact Operator Control first.**

**All documents are subject to review.**

**American Sign Language (ASL) computerized permit exams require a pre-scheduled appointment.**