



# Department of State Licensing Services

New York State  
Department of State  
Division of Licensing Services  
P.O. Box 22001  
Albany, NY 12201-2001  
Customer Service: (518) 474-4429  
<https://dos.ny.gov>

## Request for Photo ID

### IF YOU DON'T HAVE A NYS DRIVER LICENSE OR NON-DRIVER ID

Dear Applicant,

Your new photo identification card from the Department of State will be manufactured by the NYS Department of Motor Vehicles (DMV). To do this, DMV must have a picture of you on file.

- » **If you already have** a valid NYS Driver License or Non-Driver ID with photo, **you do not need to visit a DMV office.** Please refer back to your Department of State application for instructions.
- » **If you do not have** a valid NYS Driver License or Non-Driver ID with photo, **you must visit a DMV office to have your picture taken at no charge.** Bring this form and proofs of your name, date of birth, and signature to the DMV office (see "Identification Requirements below"). After reviewing your proofs, a DMV staff member will take your picture and give you a receipt. Your receipt (FS-6T) will have a 9-digit ID number assigned by DMV. Write that number on your Department of State application.

If you wish, you can apply for a NYS Non-Driver ID Card when you have your picture taken at the DMV office.

### IDENTIFICATION REQUIREMENTS

Before DMV can take your photo, you must provide proof of name, and proof of date of birth. All proofs must be original documents or documents certified by the agency that issued them. At least one proof must show your signature. Photocopies are not acceptable. Documents of the same type count as only one proof (for example, two or more credit cards count as only one credit card). For a list of acceptable documents for proof of identity and proof of date of birth, see DMV form ID-44, available on-line at [www.dmv.ny.gov](http://www.dmv.ny.gov). (NOTE: For an Image Capture Only transaction, it is not a requirement that you present a Social Security card as one of your proofs of identity. If you do present a Social Security card as a proof of identity, it will count for two points.)

**Warning** - DMV will not accept documents with alterations or erasures. Any such documents may be confiscated. Presenting fraudulent documents may also result in criminal prosecution.

#### DMV OFFICE INSTRUCTIONS (DMV USE ONLY)

Name	Date of Birth	Sex
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This customer was referred to DMV for an Image Capture Only (ICO) transaction. (Reminder: The ICO is a no-fee transaction.) If the customer only needs an ICO, an MV-44 application is not needed. However, if the customer also wants to obtain a Non-Driver ID Card, have them complete an MV-44, and process as usual.

In either case, **review** the customer's proofs of name, date of birth and signature for acceptability. **Identify** the proofs the customer provides by checking them on an ID-44. (NOTE: For an Image Capture Only transaction, it is not a requirement that the customer present a Social Security Card as one of their proofs of identity. If they do present a Social Security Card as a proof of identity, it will count for two points.) **Print** the customer's name, date of birth, and sex in the spaces above. **Staple** the office copy of the FS-6T to this page and to the ID-44 (and to the MV-44 if one is needed), and place the pages in your batch paperwork. **Tell** the customer to keep their copy of the FS-6T, because they will need the client ID# that is printed on the FS-6T.