



# Department of Motor Vehicles

## REQUEST FOR PHOTO IMAGE

**If you don't already have a NYS Driver License or Non-Driver ID**

Your new \_\_\_\_\_ from the \_\_\_\_\_ will be manufactured by the  
(ID Card Name) (Agency Name)  
NYS Department of Motor Vehicles (DMV). To do this, DMV must take your photograph or have a photograph of you on file.

- **If you already have** a valid NYS Driver License or Non-Driver ID Card with your photograph, **you do not need to visit a DMV office.**
- **If you do not have** a valid NYS Driver License or Non-Driver ID Card with a photo, **you must visit a DMV office to have your photograph 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 photograph and give you a receipt. Your receipt (FS-6T) will have a 9-digit ID number assigned by DMV that needs to be submitted to \_\_\_\_\_.  
(Agency Name)

You may apply for a license or Non-Driver ID Card for an additional fee when you have your photo taken at the DMV office. Many jurisdictions do not allow individuals to hold a credential in more than one jurisdiction. Upon issuance of a New York State credential, an out-of-state credential may be cancelled based on that issuing jurisdiction's rules, laws or regulations and even when the applicant fails to report/disclose it.

Personally identifiable information collected for the purpose of issuing a license or identification card may be verified against nationwide systems for accuracy.

### 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 [dmv.ny.gov](http://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
------	---------------	-----

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 the customer 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. **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 a copy of the FS-6T, because the customer will need the client ID# that is printed on the FS-6T.