



LOST DOCUMENTS/ID

When disaster happens, making sure your loved ones are safe and protected is your number one priority. Dealing with the aftermath often involves having to replace necessary documents. This guide is intended to be an abbreviated checklist to help you obtain replacements of some of those necessary documents.

REPLACEMENT SOCIAL SECURITY CARD FOR AN ADULT

- ✓ Proof of citizenship
 - Passport; or
 - Birth certificate
- ✓ Identity:
 - US driver license;
 - Texas driver license; or
 - US Passport
 - If one of these cannot be obtained in 10 days, then a current ID that shows your name, age or birth date and a photograph.

**** Note: You are limited to three replacement cards in a lifetime

REPLACEMENT SOCIAL SECURITY CARD FOR A CHILD

- ✓ Proof of citizenship
 - Passport; or
 - Birth certificate
- ✓ Identity:
 - U.S. driver license;
 - Texas driver license; or
 - U.S. Passport
 - If one of these cannot be obtained in 10 days, then a current ID that shows your name, age or birth date and a photograph.
 - They will accept a non-photo ID if it has enough information to identify the child (name, age, date of birth and name)
 - I.e.
 - State-issued ID card;
 - Adoption decree;
 - Doctor, clinic or hospital record;
 - Religious record;
 - School/daycare record; or
 - School ID card.
 - Proof of your (parents) identity.
 - U.S. driver license;
 - Texas driver license; or
 - U.S. Passport
 - If one of these cannot be obtained in 10 days, then a current ID that shows your name, age or birth date and a photograph.

✓ Fill out an application available at:
<https://www.ssa.gov/forms/ss-5.pdf>

✓ Take your application to your nearest social security office

Source: www.usa.gov

HOW TO OBTAIN A REPLACEMENT BIRTH CERTIFICATE FOR YOU OR A FAMILY MEMBER

- ✓ Online: Go to <https://txapps.texas.gov/tolapp/ovra/index.htm> and fill out application- order will be processed within 10-15 days
- ✓ Mail: fill out application here: <https://www.dshs.texas.gov/vs/reqproc/Ordering-Birth-Certificates-by-Mail/> and mail below- order will be processed within 6-8 weeks
 - Mail to:
Texas Vital Records Department of State Health Services
P.O. Box 12040
Austin, TX 78711-2040
 - Also need copy of your ID
- ✓ What information do you need?
 - The full name of the individual on the birth certificate (middle names are requested, but not required)
 - The date of that individual's birth
 - The city or county where the birth took place
 - The full name of the father if one is listed on the birth certificate
 - The full maiden name of the mother if one is listed on the birth certificate
- ✓ Cost: \$22.00

Source: www.dshs.texas.gov/



HOW TO REPLACE YOUR TEXAS ISSUED ID OR DRIVER LICENSE

- ✓ Visit your nearest driver license office
- ✓ Fill out an application when you get there
- ✓ Bring money for the fee (\$12)
- ✓ Bring required documents
 - One item from “Primary” list; or
 - Texas driver license or Texas identification card not expired more than 2 years
 - Unexpired U.S. passport book or card
 - U.S. Certificate of Citizenship or Certificate of Naturalization (N-560, N-561, N-645, N-550, N-55G, N-570 or N-578)
 - Unexpired Department of Homeland Security or U.S. Citizenship and Immigration Services document with verifiable data and identifiable photo, such as one of the following:
 1. U.S. Citizen Identification Card (I-179 or I-197)
 2. Permanent Resident Card (I-551)
 3. Foreign passport with attached temporary I-551 (immigrant visa endorsed with ADIT stamp)
 4. Temporary Resident Identification Card (I-688)
 5. Employment Authorization Card (I-766)
 6. U.S. Travel Document (I-327 or I-571)
 7. Advance Parole Document (I-512 or I-512L)
 8. I-94 stamped Sec. 208 Asylee with photo
 9. I-94 stamped Sec. 207 Refugee with photo
 10. Refugee Travel Letter with photo, stamped by Customs and Border Protection
 11. American Indian Card (I-872)
 12. Northern Mariana card (I-873)
 - Foreign passport with attached visa and Form I-94
 - Unexpired U.S. military ID card for active duty, reserve or retired personnel with identifiable photo
 - Two items from “Secondary” list;
 - Original or certified copy of a birth certificate issued by a State Bureau of Vital Statistics or equivalent agency from a U.S. state, U.S. territory, the District of Columbia or a Canadian province
 - For U.S. citizens born abroad—Certificate of Report of Birth (DS-1350 or FS-545) or Consular Report of Birth (FS-240) issued by the U.S. Department of State
 - Original or certified copy of a court order with name and date of birth indicating a name and/or gender change from a U.S. state, U.S. territory, the District of Columbia or a Canadian province
 - Or; one item from “Secondary” list and two documents on “Supporting Identity Documents”
 - Social Security card
 - Form W-2 or 1099
 - Driver license or ID card issued by another U.S. state, U.S. territory, the District of Columbia or Canadian province (unexpired or expired less than two years)*
- Texas driver license or ID card that has been expired more than two years
- Temporary Texas driver license or ID card
- School records* (e.g., report cards, photo ID cards)
- Unexpired U.S. military dependent identification card
- Original or certified copy of marriage license or divorce decree (if the document is not in English, a certified translation must accompany it)
- Voter registration card*
- Pilot license*
- Concealed handgun license or License to Carry*
- Professional license issued by a Texas state agency
- ID card issued by a government agency*
- Consular document issued by a state or national government
- Texas Inmate ID card or similar form of ID issued by Texas Department of Criminal Justice
- Texas Department of Criminal Justice parole or mandatory release certificate
- Federal inmate identification card
- Federal parole or release certificate
- Medicare or Medicaid card
- Selective Service card
- Immunization records*
- Tribal membership card from federally-recognized tribe
- Certificate of Degree of Indian Blood
- Unexpired foreign passport
- Unexpired insurance policy valid for the past two years (e.g., auto, home or life insurance)
- Current Texas vehicle registration or title
- Current Texas boat registration or title
- Veteran's ID card issued by the U.S. Department of Veteran Affairs
- Abstract (shortened) birth certificate
- Hospital-issued birth record*
- Military records (e.g., Form DD-214, DD-215, NGB-22)

*The document must be issued by an institution, entity or government from a U.S. state, a U.S. territory, the District of Columbia or a Canadian province.

Source: <http://www.dps.texas.gov>