

## The Department of Motor Vehicle Letter Process for Newly Arrived Refugees

- The Bureau of Refugee Services (BRS) has worked out a process with the New York State Department of Motor Vehicle (NYS/DMV) to help newly arrived refugees receive a NYS license/identification card (ID) card when they otherwise may not have enough identification “points” to do so.
- This process includes BRS updating/submitting a list to the DMV of NYS resettlement agencies and service providers eligible to draft a “DMV Letter” for a newly arrived refugee that they are supporting (see more info below about the format of the letter and other document requirements).
- This process only works for refugees resettled through resettlement agencies in NYS or through the Welcome Corps in NYS and will not work for Humanitarian Parolees, Asylees, asylum seekers, migrants, those helped by Sponsor Circles or any other federal Office of Refugee Resettlements (ORR) populations or immigration categories that are not refugees initially resettled in NYS.
- For Welcome Corps arrivals BRS has coordinated with the DMV to add Welcome Corps (and certain other Private Sponsor Organizations working under the Welcome Corps umbrella) to the list of NYS resettlement agencies that are able to provide a DMV letter.
- If your organization is a NYS resettlement agency or BRS service provider and you would like to be added to the list or change the names of your authorized signatories, please send Karen Duncan an email at [Karen.Duncan@otda.ny.gov](mailto:Karen.Duncan@otda.ny.gov) and she will send an update to the DMV.

## DMV Document Requirements for Refugees

For a Standard document, the applicant would be required to submit the following if they've been in the United States (US) within the first 90 days:

- DMV Letter from recognized resettlement agency/BRS contractor dated within 90 days of the DMV office visit
- [I-94 Arrival/Departure Record](#)
- Social Security Card (worth 2 points)
- One document that verifies proof of residency, if applying for non-commercial class license/permit (see the [Application for Learner Permit, Driver License or Non-Driver License form ID-44](#))

If between 91-180 days, the client must submit:

- Everything from the above bulleted list plus:
  - Reissued DMV Letter from recognized resettlement agency/BRS contractor dated within 90 days of the DMV office visit
  - Additional document that includes your name and is worth 2 points (see [ID-44](#))
  - One document that verifies proof of residency proof. If proof of residence has point value (see the [ID-44](#)) it can be counted towards the 2 points.

If more than 180 days:

- Everything from the above list, including:
- Reissued DMV Letter from recognized resettlement agency/BRS contractor dated within 90 days of the DMV office visit
- Additional document that includes your name and is worth 4 points (see [ID-44](#))

**\*\*If the customer has a valid foreign passport with refugee I-94, a DMV Letter is not required\*\***

- Both the I-94 and the foreign passport must be stamped by Immigration and Naturalization Service that reads "Admitted indefinitely as a refugee ...." (wording may vary slightly)."
- The passport will probably not have a visa.
- Up to 180 days from the date of entry into the US: the passport/I-94 can be accepted as proof of date-of-birth, as well as 3 points of proof of name. The applicant must also present their Social Security card and 1 point of proof of name.

After 180 days: the passport/I-94 can be accepted for proof of date-of-birth ONLY. The applicant must provide their Social Security card and 4 additional points of proof of name.

< Draft Verification Letter for Resettlement Agencies >

TO: Department of Motor Vehicles

RE: Verification of Identity and Immigration  
Status by a refugee Resettlement Agency  
(RA)

Dear Sir or Madam:

This letter is to verify the identity and immigration status of the following <immigration status> arrived in the United States within 90 days from today's date.

Name:

Alien Number:

Address:

Date of Birth:

Height:

Eye Color:

Agency Case Number (if applicable):

Statement of Verification

I, the Authorized Signatory of this agency, hereby verify that the above-named individual is personally known by this agency. The above name is that by which (s)he is commonly known in this country and is the name by which (s)he intends to live. This individual has no means of identifying himself or herself other than this certification, an I-94, and a Social Security card.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_

Title:

\_\_\_\_\_  
Printed Name of the Authorized Signatory

\_\_\_\_\_

Date:

\_\_\_\_\_  
Signature of Client

If further information is required, please contact me or [insert name of agency contact person]

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_