



REAL ID Issuance

Driver License – Other Transactions

3-6-2025



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Revision History

Effective Date of SOP: 3/6/2025	SOP Number: SOP C.03
Functional Area Name: Driver License	Division Name: Other Transactions
Last Review Date: 3/3/2025	Last Reviewer: Regional Managers
Next Review Date: 3/3/2026	Next Reviewer: Regional Managers
Executive Approval Date: 3/6/2025	Approved By: Jaclyn McDuffey, Chief Product & Experience Officer

Overview

These Standard Operating Procedures (SOP) describe how to issue a REAL ID, including the document requirements and how to process the transaction in D360.

Purpose

This SOP provides guidance (including visual examples) for document identification for REAL ID issuance and how to process the issuance in D360.

Policy Statement

These procedures apply to all customers applying for a REAL ID-compliant credential.

Compliance

6 CFR Part 37 – Real ID Driver's Licenses and Identification Cards
OAC 670:15-1-3(b) – Required Documents for a REAL ID Compliant Driver License

Systems

D360 – System of record used for credential issuance.

Roles

List the roles and functions of anyone involved in the operations described within this document.

Role	Responsibilities
Driver License Examiner	Processes the transaction.

Procedures

When issuing a credential, the Examiner should ask if the customer wants their credential to be REAL ID compliant. Anyone can obtain a REAL ID if they have with them the following documents:

1. **ONE** Proof of Identity / Lawful Presence document
2. **TWO** Proof of (Oklahoma) Residency documents
3. Social security number (physical social security card is **NOT** required)

If applicable to the customer / transaction, name change documents are also required.

Proof of Identity / Lawful Presence

Applicants must submit **ONE** of the following documents to satisfy the primary ID requirement:

Document	Example
Valid, unexpired Oklahoma Driver License or State ID card NOTE: Not applicable to original REAL ID or original CDL issuance	
Birth certificate issued by the state in which customer was born	

Consular Report of Birth Abroad issued by U.S. Department of State (Form FS-240, DS-1350 or FS-545)



Valid, unexpired U.S. Passport or Passport card



Valid, unexpired Permanent Resident Card issued by DHS or USCIS (Form I-551).



Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on an immigrant visa



NOTE: D360 will present a deficiency on a temporary I-551, unless you mark the file non-compliant, but the document is still eligible.

<p>Naturalization / Citizenship Certificate issued by DHS (Form N-550, Form N-570, N-560, or N-56)</p> <p>NOTE: Approval Certificates will not be accepted</p>	
<p>Valid, unexpired employment authorization document (EAD) issued by DHS (Form I-766 or Form I-688B)</p>	
<p>Valid, unexpired foreign passport with valid U.S. visa, AND valid I-94 or I-94A issued by DHS</p> <p>NOTE: Other USCIS documents may be required depending on status (DS-2019, I-20, etc.)</p>	

Proof of (Oklahoma) Residency

Applicants must also submit TWO of the following proof of Oklahoma residency documents:

NOTES:

1. If the applicant is 18 or older, one piece of mail must be in their name, the other piece of mail can be in the other household member's name and the shared residence form (see [Appendix A](#) for example) will need to be filled out.
2. If the applicant is under 18, they can use mail from someone living at the same address they do, albeit that person must be there with them at the time of presenting the mail unless they complete a shared residence form.

Acceptable Documents

- Any correspondence delivered by the U.S. Postal Service, FedEx or UPS



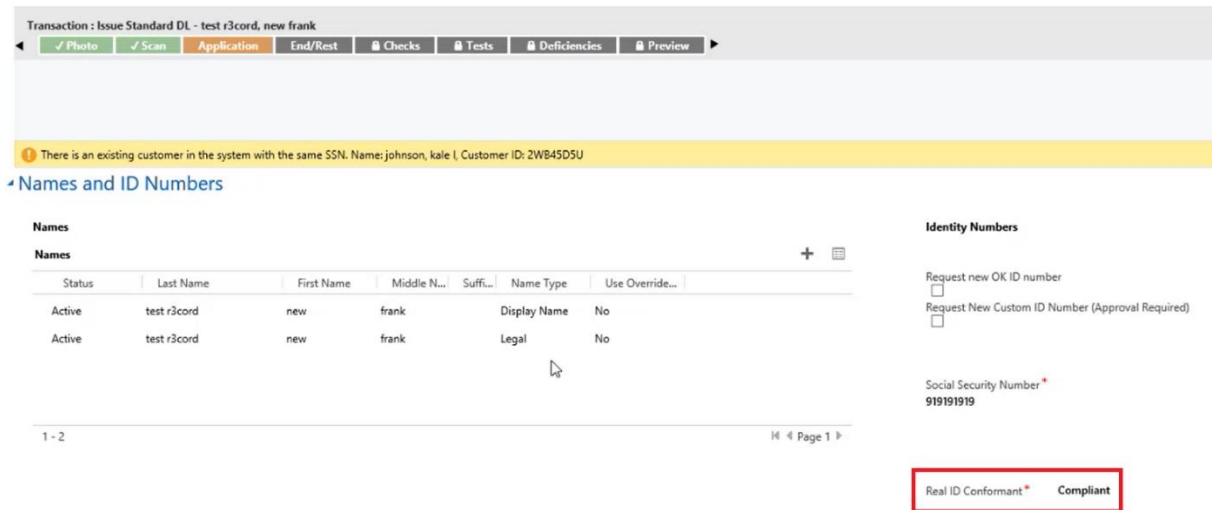
- Junk mail, forwarded mail, or mail FROM the post office will not be accepted.
- *Ex. Mail sent to 'The residents occupying' 123 N Main St will **not** be accepted*
- Utility bill (electric, land or cell phone, gas/oil/propane, water, sewer, cable/satellite). The address being verified may be listed as a service address separate from mailing address.
- OK state or tribal vehicle or boat title or registration
- W-2 or any type of 1099
- OK voter registration card
- Statement from bank or other financial institution (savings or checking, mortgage, auto or other installment loan)
 - Payday loan company documents are not accepted.
- Copy of federal or OK tax return
 - (Return must show manual or electronic signature or may show associated proof of electronic filing.)
- USCIS form DS-2019, I-20 or I-797
- Copy of lease signed by tenant and property owner
- Homeowner's, renter's, life, health, or vehicle insurance policy or statement
- OK Agriculture Exemption Permit (farm tax permit)
- Pilot's license
- Social Security Administration correspondence
- TSA HAZMAT or other TSA correspondence
- Military correspondence
- Oklahoma deed or land title
- Public assistance correspondence
- Correspondence from homeless shelter, halfway house or transitional service provider verifying that the provider receives mail for the customer
- OK professional trade license issued by governmental agency
- OK state, city, or county sales tax or business license
- Property tax statement
- OK handgun license
- Copy of court order
- Oklahoma school or education institution transcript or enrollment record
 - (**Must** include name and the listed address)

Processing

When processing the issuance of a REAL ID-compliant credential in D360, the credential will automatically be marked as REAL ID-compliant if the required Proof of Lawful Status and two Proofs of Oklahoma Residency were already scanned in.

You can check if the document is REAL ID-compliant by looking at the “Application” tab of the transaction, under the “Names and ID Numbers” section:

test r3cord, new frank



Transaction : Issue Standard DL - test r3cord, new frank

✓ Photo ✓ Scan **Application** End/Rest Checks Tests Deficiencies Preview

There is an existing customer in the system with the same SSN. Name: johnson, kale I. Customer ID: 2WB45D5U

Names and ID Numbers

Names

Status	Last Name	First Name	Middle N...	Suffi...	Name Type	Use Override...
Active	test r3cord	new	frank		Display Name	No
Active	test r3cord	new	frank		Legal	No

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Identity Numbers

Request new OK ID number ☐

Request New Custom ID Number (Approval Required) ☐

Social Security Number *
919191919

Real ID Conformant * **Compliant**

Before completing the transaction and checking out, verify that the credential that is about to be issued is REAL ID-compliant. This can be done by looking at the “Preview” tab, which should show a credential with a gold star in the top-right corner.



References

1. [Service Oklahoma REAL ID Checklist](#)
2. [USCIS Proof of Lawful Presence Reference Guide](#)



Appendix

Appendix A: Affirmation of Shared Residence Form



AFFIRMATION OF SHARED RESIDENCE

For a Real ID Driver License, Permit or Identification Card

An applicant for an Oklahoma driver license, permit or identification card must be domiciled in or a resident of Oklahoma. This affirmation may be used by the applicant to provide proof of residence address. One additional proof of residence address in the applicant's name must also be provided.

The individual ("affiant") making the attestation on this Affidavit of Shared Residence must:

- Reside with the applicant at the residence address provided on the application;
- Accompany the applicant;
- Complete this affidavit; and
- Provide at least one acceptable proof of the residence address.

AFFIRMATION			
I swear or affirm that the applicant listed below resides with me at my residence, as described below:			
Name of Applicant:			
Residence Address:	City:	State:	Zip Code:
By signing this affirmation, I certify that all documentation and information I provided to Service Oklahoma is true and correct. I understand it is a crime to knowingly make a false application for driving privileges or an ID card. The offense is perjury punishable by jail time, a fine or both. I understand any false statement may lead to the cancellation and/or denial of applicant's driver license, permit or identification card. Title 47.6.302.			
Printed Name of Affiant:	Signature of Affiant:	Date:	
FOR OFFICE USE			
<input type="checkbox"/> Viewed acceptable proof of residence.	Signature:		



Appendix B: O.A.C. 670:15-1-3 – Procedures for obtaining an initial driver license

(b) Required documents for a REAL ID Compliant Driver License.

(1) **Proof of identity.** To establish identity, the applicant must present at least one of the following source documents:

(A) Valid, unexpired U.S. passport.

(B) Original or certified copy of the applicant's birth certificate filed with a State Office of Vital Statistics or equivalent agency in the applicant's State of birth.

(C) Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, DS-1350, or FS-545.

(D) Valid, unexpired Permanent Resident Card (Form I-551) issued by the United States Department of Homeland Security (DHS) or United States Citizenship and Immigration Services (USCIS).

(E) Unexpired employment authorization document (EAD) issued by DHS, Form I-766 or Form I-88B.

(F) Unexpired foreign passport with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the United States. The following documents of passport classifications shall be accepted for the purpose of issuing a driver license or identification card:

(i) I-766 Employment Authorization Card,

(ii) I-511 Resident Alien/Permanent Resident Card [see (B)],

(iii) Temporary I-551,

(iv) A-1,

(v) A-2,

(vi) A-3,

(vii) DA,

(viii) E-1,

(ix) E-2,

(x) F-1, with Form I-20,

(xi) F-2, with Form I-20,

(xii) G-1,

(xiii) G-2,

(xiv) G-3,



(xv) G-4
(xvi) G-5,
(xvii) H-1A,
(xviii) H-2A,
(xix) H-1B,
(xx) H-2B,
(xxi) H-3
(xxii) H-4
(xxiii) I,
(xxiv) J-1, with IAP-66 or DS-2019,
(xxv) J-2 (dependent of J-1 holder, must be accompanied by J-1 holder),
(xxvi) K-3,
(xxvii) K-4,
(xxviii) L-1(a/b),
(xxix) L-2,
(xxx) M-1, with I-20,
(xxxi) M-2 (dependent of M-1 holder, must be accompanied by M-1 holder),
(xxxii) NATO-1,
(xxxiii) NATO-2,
(xxxiv) NATO-3,
(xxxv) NATO-4,
(xxxvi) NATO-5,
(xxxvii) NATO-6,
(xxxviii) NATO-7,
(xxxix) O-1
(xl) O-2
(xli) O-3
(xlii) P-1
(xlili) P-2
(xliv) P-3



- (xlv) P-4
- (xlvi) Q-1
- (xlvii) R-1
- (xlviii) R-2
- (xlix) T-1
- (l) T-2
- (li) T-3
- (lii) T-4
- (liii) TC, with I-94 or letter form I-797,
- (liv) TN-1,
- (lv) TN-2,
- (lvi) TD,
- (lvii) V-1,
- (lviii) V-2,
- (lix) V-3.

(G) Certificate of Naturalization issued by DHS, Form N-550 or Form N-570.

(H) Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS.

(I) REAL ID Compliant driver's license or identification card issued in compliance with the standards established by this part.

(J) Such other documents as DHS may designate by notice published in the Federal Register.

(2) **Name Change.** If an applicant wishes to establish a name other than the name that appears on the source document (for example, through marriage, adoption, court order, or other mechanism permitted by State law or regulation), the applicant must provide evidence of the name change through the presentation of documents issued by a court, governmental body, or other entity as determined by Service Oklahoma. Service Oklahoma shall maintain copies of the documentation presented and maintain a record of both the recorded name and the name on the source documents as determined by Service Oklahoma. If immigration documents are presented, the customer must provide proof of the updated name change with USCIS or SAVE.

(3) **Proof of Date of Birth.** To establish date of birth, an individual must present at least one document included in paragraph (1) of this section.

(4) **Proof of Social Security Number (SSN).** An applicant for a REAL ID Compliant driver license must present his or her Social Security Administration account number. Service Oklahoma or a Licensed Operator must verify the SSN with the Social Security Administration



(SSA). In the event of a non-match with SSA, Service Oklahoma shall not issue a REAL ID Compliant driver license until the information is verified with SSA.

(5) Documents demonstrating address of principal residence. To document the address of principle residence, an applicant must present at least two documents of the State's choice that include the individual's name and principal residence. Acceptable documents to prove address of principal residence are:

- (A) Copy of previous tax year's federal or Oklahoma income tax return filing.
- (B) Current and valid life insurance or automobile liability policy or card with address.
- (C) Installment loan contract from a bank or other financial institution, not to include documents reflecting a cash advance or signature loan.
- (D) Current Deed, mortgage, monthly mortgage statement, or a residential lease.
- (E) Current homeowner's or renter's insurance policy or statement.
- (F) Professional license issued by an Oklahoma governmental agency.
- (G) Property tax bill or receipt dated within the last 12 months.
- (H) Sales tax or business license.
- (I) SSA document with Oklahoma street address dated within the last 12 months.
- (J) Transportation Security Administration (TSA) letter.
- (K) Utility bill from an electric, telephone (home or cell), water, sewer, cable, satellite, heating oil, or propane provider.
- (L) Valid handgun permit.
- (M) Certified copy of court order.
- (N) Oklahoma Boat Title or Registration.
- (O) Current documents issued by the US Military.
- (P) Oklahoma Motor Vehicle Title or Registration.
- (Q) Government-issued Pilot license.
- (R) Public assistance benefit card and correspondence dated within the last 12 months.
- (S) W-2 wage or 1099 tax form from the previous year.
- (T) Oklahoma Registration Card.
- (U) Tribal vehicle titles or registration.
- (V) Oklahoma high school, college, university, or technology center transcript for current school year or semester.
- (W) Oklahoma Agriculture Exemption Permit (farm tax permit).



(X) Correspondence from an Oklahoma State agency with current address dated within the last year.

(Y) If none of the proofs listed in this subsection are available, any other documentation as provided by the Driver License Examiner Supervisor or Director may be substituted to establish the applicant's principal place of residence. The Driver License Examiner shall list the approved alternative documentation on the application form.

(6) **Evidence of lawful status in the United States.** Service Oklahoma may issue a REAL ID Compliant driver license only to an applicant who has presented satisfactory evidence of lawful status.

(A) If the applicant presents one of the documents listed under paragraph (b)(1), the verification of the applicant's identity will also provide satisfactory evidence of lawful status.

(B) If the applicant presents one of the identity documents listed under paragraph (b)(1) of this section, or the issuing State's verification of the identity document(s) does not provide satisfactory evidence of lawful status, the applicant must also present a second document from documentation issued by DHS or other Federal agencies demonstrating lawful status as determined by USCIS. All documents shall be verified by the SAVE.