**Work Documents Resource Guide**

**Birth Certificate**

**Where can I get a Minnesota birth certificate and what kind of information will I need to get it?**

* The fastest way to get your birth certificate is through a Minnesota county vital records office. Apply in person or by mail.
* One certified copy of a birth certificate **costs $26.** No-cost birth certificates are available for homeless youth and veterans.

You may get a birth certificate from:

* Any Minnesota county vital records office.
	+ Check with the county office close to you about how they offer their services. County offices may print a birth certificate order while you wait.
* The Office of Vital Records at the Minnesota Department of Health.
	+ The Office of Vital Records does not have walk-in service. Applications are accepted by mail or fax. You must sign and date the application in front of a notary public before you send it.

 (<https://www.health.state.mn.us/people/vitalrecords/birth.html>)

**Note**: If you are an unhoused youth, you can get a temporary (6-months) birth certificate at no cost from any Minnesota vital records office. Email: vitalrecords@state.mn.us Phone: 651-201-5970

FAQs: <https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthfs.pdf>

Application: <https://www.health.state.mn.us/people/vitalrecords/docs/homelessyouthbc.pdf>

If you need records from another state, visit <https://www.usa.gov/request-documents> for more information.

**Minnesota State Identification Card & Driver’s Licenses**

**Where can I get a Minnesota State Identification Card?**

In Hennepin County, visit any of the Service Center locations (see below) to start the process. More information and appointment scheduling and can be found here: <https://www.hennepin.us/your-government/facilities/service-center-info#contact-information>

* Brookdale Service Center: 6125 Shingle Creek Parkway, Suite 100, Brooklyn Center, MN 55430
* Government Center Service Center**:** 300 South 6th Street, Suite A-025, Minneapolis, MN 55487
* Maple Grove Service Center: 9325 Upland Lane North, Suite 101, Maple Grove, MN 55369
* Midtown Exchange Service Center**:** 2929 Chicago Avenue South, Lower Level, Minneapolis, MN 55407
* North Minneapolis Service Center: 1001 Plymouth Avenue North, Minneapolis, MN 55411
* Ridgedale Service Center: 12601 Ridgedale Drive, Minnetonka MN 55305
* Southdale Service Center: 1225 Southdale Center, Edina MN 55435

**Where can I get a new or replacement Driver’s License or Real ID?**

Obtaining a replacement ID card can be done at the Service Centers listed above. When you visit a licensing office or exam station to apply for a Minnesota identification card, you must present one of the following:

* A current Minnesota driver’s license, identification card or instruction permit.
* A Minnesota driver’s license, identification card or instruction permit which displays your photograph and has been expired for five years or less.
* A Minnesota driver’s license, identification card or instruction permit, which does not display your photograph, that is current or expired for one year or less.

If you cannot provide one of these documents, you must present:

* One primary and one secondary identification document. The primary document must include your full name and the month, day and year of your birth. Documents not in English must be accompanied by a qualified English translation. Documents are subject to verification and may not be accepted if laminated or otherwise altered. <https://dps.mn.gov/divisions/dvs/forms-documents/Documents/DL%20For%20All%20Primary%20Secondary%20Documents%20Fact%20Sheet.pdf>

See Dept of Public Safety’s website for further information: <https://dps.mn.gov/divisions/dvs/Pages/dvs-content-detail.aspx?pageID=675>

**Where can I get more information on cost and getting an ID as a young person experiencing homelessness?**

Cost of licenses and identification cards: <https://dps.mn.gov/divisions/dvs/Pages/drivers-license-fees.aspx>

No-cost MN ID cards for youth experiencing homelessness: <https://dps.mn.gov/divisions/dvs/Pages/youth-experiencing-homelessness.aspx>

[https://dps.mn.gov/divisions/dvs/Documents/!Homeless%20Youth%20ID%20Card-Final.pdf](https://dps.mn.gov/divisions/dvs/Documents/%21Homeless%20Youth%20ID%20Card-Final.pdf)

 Application (will need to be signed by school staff or social worker): <https://dps.mn.gov/divisions/dvs/forms-documents/Documents/Homeless%20Youth%20ID.pdf>

**Social Security Card**

**How to get a Social Security Card?**

You can apply online, then go to a local Social Security office to provide your documentation. Once your application is approved, you’ll receive a Social Security card with your number on it by mail within 14 days.

Application: <https://secure.ssa.gov/ossnap/public/landingOSsnap>

Social Security Offices: 1811 Chicago Ave Suite 1, Minneapolis, MN 55404

 3280 Northway Dr, Brooklyn Center, MN 55429

 332 Minnesota St N 650, St Paul, MN 55101

**How to get a replacement card?**

Replacement cards can be requested online by answering a few questions. Visit <https://www.ssa.gov/number-card/replace-card> and click on the blue button, “Answer a few questions”. From there you will be directed to the best way to get a replacement card.

Another option would be to fill out the application to request a replacement card and take it to one of the offices listed above. The application can be found here: <https://www.ssa.gov/myaccount/assets/materials/EN-05-10288.pdf>

For further assistance, please reach out directly to the Social Security Administration office. Available Monday- Friday 8 a.m. - 7 p.m. in English and other languages. Call +1 800-772-1213. Tell the representative you want to request a replacement Social Security card. Call TTY +1 800-325-0778 if you're deaf or hard of hearing.

**What is the cost of a replacement Social Security card?**

Replacing a Social Security is free. However, you are limited to 3 replacement cards in a year and 10 during a lifetime. Legal name changes and other exceptions do not count toward these limits. Also, you may not be affected by these limits if you can prove you need the card to prevent a significant hardship (example: individual experiencing homelessness that has card stolen).