APPLICATION FOR PENNSYLVANIA NON-COMMERCIAL DRIVER'S LICENSE BY OUT-OF-STATE NON CDL DRIVER

YOU MUST APPLY IN PERSON

4	LAST NAME (S)	JR., ETC.	
┪			
	FIRST NAME MIDDLE NAME		
ı	DATE OF BIRTH HEIGHT SOCIAL SECURITY NUMBER SEX TELEPHONE NUMBER (8:00 a.m. to 4:	30 p.m.)	
	MONTH DAY YEAR FEET INCHES		
ŀ	EYE COLOR (Please check one): BLUE BROWN GREEN HAZEL PINK BLACK GRAY DICHROMATIC OTH	FD.	
	STREET ADDRESS: A Post Office Box number may be used in addition to the actual residence address, but cannot be used as the only address.	STATE ZIP CODE	
	The Department is required to obtain the Licensee's Social Security Number, height and eye color under the provisions of Section 1510(a) and/or 1609(a)(4) of the Pennsylvania Vehicle Code. T identifying information in an attempt to minimize driver license fraud. Federal law permits the use of the Social Security Number by state licensing officials for purposes of identification.	his information will be used as	
ŀ	Pennsylvania strongly supports organ and tissue donation because of its life-saving and life-enhancing opportunities. ADD (Parental consent in Section C required)	red if under 10) DEMOVE	
╣	ALL STATEMENTS MUST BE ANSWERED Please check only the boxes that apply to you, that would prevent you from having reasonable control of	, <u> </u>	
믝	Neurological disorders Neuropsychiatric disorders Circulatory disorder Cardiac disorder Hyperter		
	☐ Uncontrolled Epilepsy ☐ Uncontrolled Diabetes ☐ Cognitive Impairment ☐ Alcohol abuse ☐ Drug abu	ıse	
	Conditions causing repeated lapses of consciousness (e.g. epilepsy, narcolepsy, hysteria, etc.) Specify: If seizure disorder, date of last seizure disorder.	ure:	
١	Impairment or Amputation of an appendage. If so, list:		
	Other:NOTE: Any recommendations/additional comments must accompany this certificate on a health care provider's letterhea	ad.	
١		icable Block YES NO	
	Have you ever held a PA Driver's License/Learner's Permit/ID Card in this or any other name(s)?		
	If yes, what was your previous record number and/or name(s)		
	3. Is your right to apply for a license or your privilege to operate a vehicle in this or any other state currently suspended or revoked?		
	If yes, give state date reason 4. Do you have any pending criminal charges or driving violations in this state or any other state which may carry a possible penalty of suspension or re	vocation	
١	of your driver's license or driving privilege? If yes, give state date reason 5. Are you currently required, or have you been cited for a violation that will require you, to only drive vehicles equipped with an Ignition Interlock device	·?	
5	CONSENT OF PARENT, GUARDIAN, PERSON IN LOCO PARENTIS OR SPOUSE AT LEAST 18 YEARS OF AGE (Complete if Applicant is Less Than		
٦	I hereby certify that I am 🗌 Parent, 🔲 Guardian, 🔲 Person in Loco Parentis or 🔲 Spouse at least 18 years of age, of the applicant named herein,	• .	
١	herein are true and correct to the best of my knowledge and that this application is made with my full consent.		
١	☐ I do give consent SIGN HERE		
	I do not give consent for applicant's request for Organ Donor designation. (SIGNATURE OF PARENT, GUARDIAN, PERSON IN LOCO PARENTIS OR SPOUSE AT LEAST	18 years of age - in ink)	
긔	AUTHORIZATION AND CERTIFICATION		
١	For Veterans wishing to add the Veterans Designation to their Driver's License or ID Card: I certify under penalty of law that I am a qualified applican added to my product. I understand that misrepresentation will result in the cancellation of my driver's license.	nt and hereby request it be	
	I certify under penalty of law that the information contained herein is true and correct. I hereby authorize the Social Security Administration to release to the Department		
١	concerning my Social Security Identification number for the purpose of identification. If using a Messenger Service, I hereby authorize the Department to furnish them upurpose of processing this form. I hereby acknowledge this day that I have received notice of the provisions of Section 3709 of the Vehicle Code. (See back for provisions.	, 0	
	fact is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to 1 year (18 PA C.S. Section 4904 [b]).	,	
١	I am under the age of 18 years and I hereby request Organ Donor designation on my PA Driver's License. (Applicant's 18 years of age or older will have Organ Donor designation at the Photo Center at the time they have their photo taken.)	the opportunity to request	
١	I wish to contribute \$1.00 to the Organ Donation Awareness Trust Fund (see reverse). SIGN HERE (APPLICANT'S SIGNATURE IN INK)	(DATE)	
ı			
┩	PAID BY: Check Money Order Payable to PennDOT (Cash, Credit, or Debit Card CANNOT be accepted)		
듸	EXAM REPORT VISION SCREENING CHECK (*/) YES NO COMPLETE ALL ITEMS This is to certify that the above applicant has appli		
١	20/40 vision or less in better eye with correction	·	
	eport of Eye Examination (attached)		
١	Qualified with Restrictions 20/ Both Eyes 20/ (SIGNATURE OF EXAMINER)	(DLE NO.)	
	Corrective Lenses R L Fields R L Month DAY	YEAR	
	Classes which should be endorsed on		
	Qualified Without Restrictions the Driver's PA License.		
	A B C M PADRIVER'S LICENSE NUMBER:		
	Former Driver's License # State		

Individuals transferring a non-commerical driver's license, must be at least 16 1/2 years old.

— FEE INFORMATION –

4-Year Photo	\$30.50	* 4-Year Photo with Class M	\$35.50	
Drivers age 65 and over have the option of requesting a driver's license valid for two years instead of four. Fees for this option are:				
2-Year Photo	\$20.00	* 2-Year Photo with Class M	\$25.00	
If you would like to contribute to the Organ Donation Awareness Trust Fund, add an additional			\$1.00	
If you would like to make a tax deductible contribu	ition to the Veterans'	Trust Fund (VTF), add an additional	\$3.00	

*This additional fee is required by Act 31, 1984 and will be used to support the Motorcycle Safety Educational Program in the Commonwealth of Pennsylvania.

ORGAN DONATION AWARENESS TRUST FUND (ODTF): You have the opportunity to contribute \$1.00 to the Fund. The additional \$1.00 contribution must be

added to your payment. You must also check the block provided to ensure proper handling of your contribution. The ODTF provides for the development and implementation of donor awareness programs and funds shall be appropriated subject to the approval of the Governor.

Veterans' Trust Fund (VTF): You have the opportunity to make a tax deductible contribution to the VTF. Your contribution will help support programs and projects for Pennsylvania veterans and their families. Since this additional \$3.00 is not part of the fee, please add the donated amount to your payment. Also, please check the proper block on the form to ensure your contribution is handled properly.

You MUST appear in person at a Driver License Center and surrender your out-of-state license to apply.

- Veterans Designation: You have the opportunity to add the veterans designation to your driver's license, which clearly indicates you are a veteran of the United States Armed Forces. To qualify, you must have served in the United States Armed Forces, including a reserve component or the National Guard, and have been discharged or released from such service under conditions other than dishonorable. If you are requesting to add the veterans designation to your license, make sure you check the box at the top in Section D.
- No person shall receive a Pennsylvania Non-Commercial Driver's License unless and until the person surrenders to the Department all valid licenses in the person's possession issued by this or any other state.
- Final approval of this application for a Pennsylvania Non-Commercial Driver's License is subject to verification of the applicant's past driver record history. Should verification disclose outstanding violations in any state or jurisdiction, the application will be denied and all issued Pennsylvania Driver's Licenses are subject to cancellation and recall.
- · It is unlawful for any person:
- ◆ To exhibit, cause a permit to be exhibited, or have in possession any recalled, cancelled, suspended, revoked, fictitious, or fraudulently altered driver's license.
- ◆ To lend a driver's license to any other person or permit the use thereof by another.
- ◆ To exhibit or represent as one's own any driver's license not issued to the person.
- ◆ To fail or refuse to surrender to the Department upon lawful demand a recalled, cancelled, suspended, revoked, fictitious, or fraudulently altered driver's license.

PENALTIES AND SANCTIONS

Any persons violating any of the above is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of \$100. The Department may cancel any driver's license upon determining that the licensee was not entitled to the issuance or that the person failed to give the required or correct information or committed fraud in making the application or in obtaining the license or the fee has not been paid.

Any Pennsylvania driver who is convicted of any of the above offenses shall be assessed 3 points as of the date of violation.

 A PERSON IS GUILTY OF A MISDEMEANOR OF THE FIRST DEGREE IF THE PERSON, WITH FRAUDULENT INTENT, HAS POSSESSION OF, SELLS OR ATTEMPTS TO SELL, USES OR DISPLAYS A DRIVER'S LICENSE, KNOWING IT TO HAVE BEEN ALTERED, FORGED OR COUNTERFEITED.

Any person committing this offense is, upon conviction, subject to imprisonment for a term of up to 5 years.

The Department shall revoke the driver's license privilege of any driver for one year upon receiving a certified record of the driver's conviction of this offense.

TO MEET IDENTIFICATION REQUIREMENTS YOU MUST PRESENT THE FOLLOWING

U.S. CITIZENS

Social Security Card (must be original; card cannot be laminated) and <u>ONE</u> of the following:

- Birth Certificate with raised seal (U.S. issued by an authorized government agency, including U.S. territories or Puerto Rico. No other birth documents will be accepted.
- · Certificate of U.S. Citizenship (BCIS/INS Form N-560)
- · Certificate of Naturalization (BCIS/INS Form N-550 or N-570)
- Valid U.S. Passport (Only valid U.S. Passports and original documents will be accepted.)

Note: Your Out-of-State Driver's License must be surrendered at the time you make application.

NON-U.S. CITIZENS

You must bring ALL of the following:

- · Original USCIS/immigration documents indicating current lawful immigration status
- Valid Passport, dependent on status
- Social Security Card or SSA ineligibility letter (must be original; card cannot be laminated)

(Please note: Documents must be original, photo copies will not be accepted.)

To obtain detailed information regarding "identity/residency requirements," you can:

- Visit www.dmv.pa.gov and Enter Search Term "Pub-195NC," and review required documents; or
- Contact us at 1-800-932-4600 or 1-800-228-0676 (TDD)

All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required, if a connection between documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc).

TO MEET RESIDENCY REQUIREMENTS YOU MUST PRESENT TWO OF THE FOLLOWING (for customers 18 years of age or older)

- · Tax Records
- · Lease Agreements
- Mortgage Documents
- W-2 Form
- · Current Weapons Permit (U.S. Citizen only)
- · Current Utility Bills (water, gas, electric, cable, etc.)

--The proof of residency documents must have your name and official Pennsylvania street address on it.--

Note: If you reside with someone, and have no bills in your name, you will still need to provide two proofs of residency. One proof is to bring the person with whom you reside along with their Driver's License or Photo ID to the Driver License Center. You will also need to provide a second proof of residency such as official mail (bank statement, tax notice, magazine etc.) that has your name and physical address on it. The address must match that of the person with whom you reside.

Change your address or renew your driver's license online at www.dmv.pa.gov

SECTION 3709 OF THE VEHICLE CODE

Section 3709 provides for a fine of up to \$300 for dropping, throwing or depositing, upon any highway, or upon any other public or private property without the consent of the owner thereof or into or on the waters of this Commonwealth, from a vehicle, any waste paper, sweepings, ashes, household waste, glass, metal, refuse or rubbish or any dangerous or detrimental substance, or permitting any of the preceding without immediately removing such items or causing their removal.

For any violation of Section 3709, I may be subject to a fine of up to \$300 upon conviction, including any violation resulting from the conduct of any other persons present within any vehicle of which I am the driver

Page Content

INFO FOR NEW RESIDENTS NON-COMMERCIAL DRIVER'S LICENSE

All new residents with out-of-state non-commercial driver's licenses must obtain a PA Driver's License within 60 days of establishing Pennsylvania residency. To apply, you must appear in person at one of our

<u>Driver License Centers(http://www.dmv.state.pa.us/locator/locator.jsp?navigation=true)</u>

. You will be required to surrender your out-of-state driver's license (valid or expired six months or less) before PennDOT can issue you a PA Driver's License. You will need to take a vision-screening test and complete

Form DL-180R(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180R.pdf)

"Application for Pennsylvania Non-Commercial Driver's License By Out-of-State Non-CDL Driver." In addition, you will need to show proof of identification and residency(/Driver-Services/Driver-Licensing/Pages/Proof-and-Documentation-Needed.aspx)

and your Social Security card. Please visit our

fees page(/Information-Centers/Payment/Pages/Payments-and-Fees-Page.aspx)

for information on the fee for the product you will be requesting.

Although a knowledge test is not required for new residents with out-of-state driver's licenses which are valid or expired six months or less, The Pennsylvania Driver's Manual(

http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Manuals/Manuals/PA%20Drivers%20Manual%20By%20Chapter/English/PUB%2095.pdf)

is designed to help you become a safe driver and enjoy your driving privilege in our beautiful state.

A previous resident returning to Pennsylvania must meet all the same identification and residency requirements as a customer who has never been a PA resident.

All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required if a connection between documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc.)

Out-of-state learner's permits cannot be transferred to Pennsylvania. In addition, if your out-of-state driver's license has been expired for more than six months, it cannot be transferred for a Pennsylvania Driver's License. You must apply for a

Pennsylvania Learner's Permit(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/820Form/DL-180.pdf)

and complete all applicable knowledge and skills tests in order to obtain a Pennsylvania Driver's License.

PHOTO IDENTIFICATION (ID) CARD

A Photo ID card is a viable source of identification offered to individuals 10 years of age and older. To apply for a Photo ID card, you must appear in person at a PennDOT

<u>Driver License Center(http://www.dmv.state.pa.us/locator/locator.jsp?navigation=true)</u>

and present

proof of identification and residency(/Driver-Services/Driver-Licensing/Pages/Proof-and-Documentation-Needed.aspx)

(Please note: If you are under the age of 18, proof of residency is not required; however a parent, guardian or person in loco parentis must accompany you to a PennDOT Driver License Center), along with a completed

Form DL-54A(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-54A.pdf)

"Application for Initial Photo Identification Card." If you have an out-of-state driver's license or Photo ID card, you will need to surrender it at the time of application for a Pennsylvania Photo ID card. Please visit our

fees page(/Information-Centers/Payment/Pages/Payments-and-Fees-Page.aspx)

for the cost of the product you are requesting.

A previous resident returning to Pennsylvania must meet all the same identification and residency requirements as a customer who has never been a PA resident. All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required if a connection between the documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc.)

All new residents with out-of-state CDL's must obtain a PA CDL within 30 days of establishing Pennsylvania residency. To apply, you must appear in person at one of our

Driver License Centers(http://www.dmv.state.pa.us/locator/locator.jsp?navigation=true)

. You will need to take a vision screening test and complete Form

DL-180RCD(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180RCD.pdf)

, "Application for Pennsylvania Commercial Driver's License By Out-of-State CDL Driver". In addition, you will need to show proof of identification and residency(/Driver-Services/Driver-Licensing/Pages/Proof-and-Documentation-Needed.aspx)

and your Social Security card. Please visit our

fees page(/Information-Centers/Payment/Pages/Payments-and-Fees-Page.aspx)

for information on the fee for the product you will be requesting.

A previous resident returning to Pennsylvania must meet all the same identification and residency requirements as a customer who has never been a PA resident.

All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required if a connection between the documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc.)

NOTE: HAZMAT and school bus endorsements are not transferable. For more information on transferring a CDL with a HAZMAT endorsement, please visit our HAZMAT (/Driver-Services/New-Resident-Relocation-Information/New%20Residents/Pages/Hazmat.aspx)

page. For more information about how to obtain the school bus endorsement, please visit the

How to Become a School Bus Driver(/Driver-Services/School-Bus-Drivers/Pages/How-to-become-a-school-bus-driver-in-pa.aspx)

page.

TEMPORARY DRIVER'S LICENSE/PHOTO ID CARD

To mitigate the risk for fraud, including identity theft, PennDOT issues temporary driver's licenses and photo identification cards(/Driver-Services/Driver-Licensing/Pages/Temporary-(DL)-Information.aspx)

, which are valid for 15 days, to individuals who have never held a Pennsylvania driver's license or photo ID, i.e. new drivers, new photo ID card holders and new residents. During that 15-day period, PennDOT utilizes state-of-the-art facial recognition technology, FaceEXPLORER, to validate the individual's photograph does not match another photograph in our database under a different name(s). The temporary DL/photo ID card looks the same as the current DL/photo ID card, except the blue and yellow banners are gray, the word "temporary" is printed in red across the front and the expiry date is outlined in red. The product can be used by any business to validate name, age, address, etc., just as a permanent DL/Photo ID card.

Voter Registration And Organ Donor

When you visit a Photo License Center to have your photo license processed, you will be given the opportunity to make application to register to vote and the option to be listed as an

organ donor(/Driver-Services/Driver-Information/Pages/Organ-Donation.aspx)

If you say "yes" to organ donation, the words "ORGAN DONOR" will appear on your PA Driver's License and/or ID card.

If you make application to register to vote, you will be asked to answer a series of questions. You will be given a receipt as proof of your application for voter registration. The registration office of the county of your residence will send you an official voter identification card. If you do not receive your card within two weeks, you should contact your county voter registration office. Phone numbers for each county are located at the Pennsylvania Department of State(http://www.dos.pa.gov/Pages/default.aspx)

website.

PennDOT uses state-of-the-art

facial recognition technology(/Driver-Services/Driver-Licensing/Pages/Temporary-(DL)-Information.aspx)

when an individual has their photo taken for their driver's license/identification card renewal.

Vehicle Services Information (NEHICLE-SERVICES/Pages/Vehicle-Services.aspx)

FORMS:

(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-54A.pdf)

DL-180(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180.pdf)

DL-180RCD(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180RCD.pdf)

(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180RCD.pdf)

DL-180R(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180R.pdf)

(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180R.pdf)

DL-180TD(http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-180td.pdf)

RESOURCES:

Fees(/Information-Centers/Payment/Pages/Payments-and-Fees-Page.aspx)

Find a Driver License Center(http://www.dmv.state.pa.us/locator/locator.jsp?navigation=true)

Pennsylvania Driver Manual(

http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Manuals/Manuals/PA%20Drivers%20Manual%20By%20Chapter/English/PUB%2095.pdf

Proof of Identity & Residency Information(/Driver-Services/Driver-Licensing/Pages/Proof-and-Documentation-Needed.aspx)

(http://www.dmv.state.pa.us/locator/locator.jsp?navigation=true)

Renew a Driver License(http://www.dmv.state.pa.us/driver services/dllogin.jsp?navigation=true)

Replace a Driver License(http://www.dmv.state.pa.us/driver_services/dllogin.jsp?navigation=true)

Get the PA Driver's License Practice Test APP

(https://itunes.apple.com/us/app/pa-drivers-license-practice/id925842053?mt=8)

(https://play.google.com/store/apps/details?id=com.nicusa.pdt&hl=en)

<u>Schedule a Driver Road Test(http://dmv.state.pa.us/exam_scheduling/eslogin.jsp?navigation=true)</u>



Identification and Residency Requirements For U.S. Citizens

As part of a nationwide effort to enhance the issuance of secure identification credentials, Pennsylvania requires the following documentation from U.S. Citizens applying for a Pennsylvania Driver's License, Learner's Permit or Identification (ID) Card or U.S. Citizens transferring an out-of-state Driver's License or ID Card.

Age Requirements for U.S. Citizens

Individuals applying for a Non-Commercial Driver's License must be at least 16 years of age.

Individuals applying for an Identification (ID) Card must be at least 10 years of age.

Individuals transferring a Non-Commercial Driver's License must be at least 16 1/2 years of age.

Individuals applying for a Pennsylvania Learner's Permit must be at least 16 years of age.

Out-of-state Learner's Permits can not be transferred to Pennsylvania.

Individuals applying for or transferring a Commercial Driver's License must be at least 18 years of age for intrastate driving or 21 years of age or older for interstate driving.

Residents of Pennsylvania

If you	are under the age of 18 and are a resident of Pennsylvania you will need to show:		
	one form of identification from List A, and		
	□ your Social Security Card.		
If you	are 18 years of age or older and you are a resident of Pennsylvania you will need to show:		
	one form of identification from List A,		
	two forms of proof of residency from List B, and		
	your Social Security Card.		

New Residents of Pennsylvania

New residents of Pennsylvania who hold a valid driver's license from another state in the United States must get a Pennsylvania Driver's License within 60 days after moving to PA and surrender their out-of-state driver's license and/or ID card.

If you are a new resident of Pennsylvania and your prior state's driver's license has been expired for more than six months or you do not possess your prior state's driver's license you will be required to apply for a PA Learner's Permit and take the Vision, Knowledge and Road Tests.

New residents of Pennsylvania who hold a valid driver's license from Puerto Rico or a U.S. territory or possession may transfer their valid driver's license to a PA Non-Commercial Driver's License.

New residents of Pennsylvania who hold a valid commercial driver's license (CDL) from another state in the United States may transfer their CDL to a PA CDL.

PUB 1	95US (9-16)			
If you	are under the age of 18 and are a one form of identification from Lis your Social Security Card, and your out-of-state driver's license			
If you - - - -	two forms of proof of residency from List B, your Social Security Card, and			
		LIST A:		
Acce	eptable Forms of Identification	on for U.S. Citizens:		
 Birth Certificate with raised seal (U.S. issued by an authorized government agency, including U.S. territories or Puerto Rico. Non-U.S. Birth Certificates will not be accepted.) Certificate of U.S. Citizenship (USCIS Form N-560) or Consular Report of Birth Abroad (DOS Form FS-240) Certificate of Naturalization (USCIS Form N-550 or N-570) Valid U.S. Passport Children of foreign adoption must present both: Certified copy of adoption paperwork (either from the U.S. or the foreign nation containing an English translation) and Proof of U.S. Citizenship of at least one adoptive parent (from List A) NOTE: Only valid Passports and original documents will be accepted. If the name on your original document differs from your current name, you must provide documentation that connects the names, such as an original Marriage Certificate, 				
	Divorce Decree, or Court	LIST B:		
of A	eptable List of Documents foge or Older: Tax Records Lease Agreements	r Proof of Residency for Applicants 18 Years □ W-2 Form □ Current Weapons Permit		
☐ Mortgage Documents		☐ Current Utility Bills (water, gas, electric, cable, etc.)		
NOTE: If you reside with someone, and have no bills in your name, you will still need to provide two proofs of residency. One proof is to bring the person with whom you reside along with their Drivers License or Photo ID to the Driver License Center. You will also need to provide a second proof of residency such as official mail (bank statement, tax notice, magazine etc.) that has your name and address on it. The address must match that of the person with whom you reside.				

PLEASE NOTE

All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required if a connection between documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc.)