

**Mississippi Highway Safety Patrol  
Driver Services Bureau**

Driver Services Policy: 8-4-1

**Out-of-Country and Non US Citizens License and ID Applicants**

1. For any person who is a Non US Citizen or is from out-of-country applying for a driver license or identification card, you must verify the following documents:
  - a. Proper USCIS-issued Documents (Passport, Permanent Resident Card, I-94 card, etc.)
  - b. Birth Certificate (Must be translated by a State run University or Certified Letter from Consulate).
  - c. Proof of Mississippi Residency (Domicile):  
Two documents meeting requirements of Policy 7-2-1 "Proof of Domicile"
  
2. Non US Citizens who cannot produce a birth certificate must have two documents in lieu of the birth certificate that prove birth date and name. Example: Official Passport, Permanent Resident Card, USCIS-issued documents, Social Security Administration-issued Social Security Card. These must be approved by a Master Sergeant or higher, who must approve exception and sign application.
  
3. Non US Citizens are NOT required to produce a social security administration-issued card or proof that they have an SSN:
  - a. If applicant has an SSN, it must be verified and run on SSOLV.
  - b. If applicant does not have an SSN, he must produce all official required USCIS-issued documents with a USCIS #, and that USCIS # must be verified with SAVE or other appropriate DHS systems.
  - c. MS Code Section 63-1-19 states Non-US Citizens are not required to have an SSN.
  - d. All applicants who are Non US Citizens, must be issued a credential marked "Non-US Citizen".
  
4. **Each applicant must be run on SAVE. Any discrepancies refer them to DHS.**

Continued on Next Page:

**Policy 8-4-1 continued:**

5. **Expiration Date of DL/ID credential should be as follows:**
  - a. Expirations that come back over four years on the SAVE Program will be issued a credential for no more than four years.
  - b. **Indefinite expiration will be issued a ONE-year credential.** (updated 11.7.2013)
  - c. Duration of stay expires on specific date: credential expiration will expire same date lawful duration of stay expires. Examiner enters date on SAVE response.
  - d. If response is remit Original Document: contact Lieutenant (Form G-845).
6. **Fee for all Non-US Citizen License or ID** is the standard four-year credential fee, regardless of the length of time for which the credential is issued.
7. **RENEWALS: For any D/L or ID renewal**, the applicant's lawful status must be re-verified through the appropriate USCIS or DHS system; SSN if available must be verified again through SSOLV, and any information not previously verified, must be verified through the appropriate DHS system.
8. Applicant must present valid documentary evidence that their qualifications are still in effect or that they have qualified for another lawful status, or no credential will be issued to them.

(updated 11.7.2013)