Office of Immigration
Meisler Hall 2200 • 390 Student Center Circle
Mobile, AL 36688-0002
Phone: (251) 460-6050
immigration@southalabama.edu

Alabama Driver's License, Alabama ID, and Social Security Administration Letter Request

Please allow 3-5 business days to complete request
Letters are valid for 30 days upon issuance

Jag ID # _____ Email address _____

Name _____
(Family Name) (First Name) (Middle Name)

Address _____
Street APT# City State Zip Code

Current semester enrolled at USA: ☐ Fall ☐ Spring ☐ Summer Year _____

I am requesting a letter for the following:

☐ Myself

☐ My Dependent

☐ Alabama Driver's License
Note: The Alabama Department of Motor Vehicles (DMV) will not renew an Alabama driver's license for those whose I-20 or DS-2019 will expire in 6 months. OIIA **will not** extend an I-20/DS-2019 for driver's license purposes. If you have applied for OPT, you must receive your OPT EAD card before being eligible to receive a drivers license.

☐ Alabama State ID card
*Requires a valid I-20 and passport

☐ Social Security Number
*Must attach employment offer letter to request form

For more information on what is needed for each agency (DMV/SSA), see back of this form.

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DRIVER'S LICENSE INFORMATION

Department of Motor Vehicles (DMV)
3400 Demetropolis Road
Mobile, Alabama 36609
Telephone: 251-660-2330
Hours: Monday, Tuesday, Thursday, Friday 7:00am-5:00pm (Closed on Wednesday, Saturday, Sunday, and holidays)

Note: For out-of-state new residents, first-time issuance of an Alabama driver's license, suspended driver's license, or a foreign national driver license, you MUST apply at the Alabama Department of Public Safety Office address above (Demetropolis). Alabama driver's licenses will not be issued or renewed for those who do not have more than 6 months on their I-20/DS-2019.

1. The Alabama's Driver License Manual is available online at http://dps.alabama.gov/documents/manuals/driverlicensemanual.pdf. Read the book to help you study for your driver's test. A learner's permit **is not** a driver's license. It is a permit to learn to drive. You **must** have a person with a driver's license in the car with you when driving.
2. If you do not have a Social Security card, you must request a denial letter first from the Social Security Administration (SSA) stating you are ineligible for a Social Security number.
3. Take the driver's license letter you receive from the Office of Immigration and all immigration documents (I-20/DS-2019, valid passport, valid visa, I-94 arrival page) to the Social Security Administration and request a denial letter.
4. Take the SSA denial letter, driver's license letter from the Office of Immigration, and all immigration documents (I-20/DS-2019, valid passport, valid visa, I-94 arrival page to the Department of Motor Vehicles (DMV). You may request an appointment for first-time license by visiting the Mobile County License Commission at www.mobilecountylc.com.
5. Alabama license fee is $37.50.
6. In the State of Alabama, liability automobile insurance and wearing a seatbelt (even as a passenger) are **MANDATORY**.

SOCIAL SECURITY NUMBER INFORMATION

Social Security Administration
550 Government Street Suite 100
Mobile, Alabama 36602
Telephone: 1-866-593-1922
Hours: Monday, Tuesday, Thursday, Friday 9:00am-4:00pm and Wednesday 9:00am-12:00pm (Closed on Wednesday, Saturday, Sunday, and holidays)

1. Must be registered in SEVIS prior to applying for a Social Security number.
2. Take employment offer letter, Office of Immigration letter, all immigration documents (I-20/DS-2019, valid passport, valid visa, I-94 arrival page) to the Social Security Administration to apply for a number.
3. It generally takes 2 weeks for the card to arrive to your address.
4. Do **not** give your SSN to a stranger over the phone, a friend/family member, or carry the card in your wallet. Take care of any business you need (I-9, W-2, opening bank account) and put the card in a safe place.

SOCIAL SECURITY DENIAL LETTER INFORMATION

Social Security Administration
550 Government Street Suite 100
Mobile, Alabama 36602
Telephone: 1-866-593-1922
Hours: Monday, Tuesday, Thursday, Friday 9:00am-4:00pm and Wednesday 9:00am-12:00pm (Closed on Wednesday, Saturday, Sunday, and holidays)

1. To request a Social Security Number (SSN) denial letter, you can visit your local Social Security Administration (SSA) office in person and provide the following documents: Passport, I-94 card, I-20 or DS-2019 form, and your F-1/J-1 visa.