



OFFICE OF THE SECRETARY OF STATE
DRIVER SERVICES DEPARTMENT

2701 S. DIRKSEN PARKWAY
SPRINGFIELD, IL 62723
ilsos.gov

TVDL APPOINTMENT DOCUMENT CHECKLIST

Applicant Name: _____ Appt. Date: _____ Appt. Time: _____
 Appt. Location: _____
 Confirmation #: _____ Agency Completing Form: _____
 Form Completed By: _____

Applicant has the following CORRECT documents:

- Name and Date of Birth
- Written Signature
- 12-Month Residency
- Current Address — 1

*All documents MUST be in the applicant's name.

Name and Date of Birth (One):

- Unexpired Passport — Expiration Date: _____
- Consular Card — Expiration Date: _____
(Mexico, Guatemala, Ecuador, Brazil, Colombia)

Written Signature (One):

- Unexpired Passport — Expiration Date: _____
- Consular Card — Expiration Date: _____

12-Month Residency (One document that must be dated over a year ago):

- Consular Card — Expiration Date: _____
(must have been issued over a year ago and cannot also be used for 90 day.)
- Bank Statement (cannot be a summary) — Date: _____
- Utility Bill — Date: _____
- Certified School Transcripts — Dates: _____
- Deed/Title, Rental, Lease, Mortgage — Dates: _____
- Medical Claim or Statement of benefits (no bills from doctor's offices) — Date: _____
- Official Mail from State, County, City, Village, or Federal agency — Date: _____
(Subject to SOS approval. For example, we do not accept DHS or IRS documents.)
- Pension or Retirement Statement — Date: _____
- Report Card — Date: _____
- Tuition Invoice from a College or University — Date: _____
- Home Owner's or Renter's Insurance Policy — Date: _____
- Selective Service Card — Date: _____

Current Residency (One document dated in the last 90 days):

- Consular Card — Expiration Date: _____
(Must have current address listed and cannot also be used for 12-month residency.)
- Credit report from Experian, Equifax, or TransUnion — Date: _____
- Bank Statement (1) — Date: _____ Bank Statement (2) (Must be from 2nd bank) — Date: _____
- Utility Bill (1) — Date: _____ Utility Bill (2) — Date: _____
(Must be from different company than first utility bill.)
- Certified School Transcripts — Date: _____
- Deed/Title, Mortgage, Rental/Lease — Date: _____
- Medical Claim or Statement of Benefits — Date: _____
(No bills from doctor's offices.)
- Official Mail from State, County, City, Village, or Federal agency — Date: _____
(These documents are subject to SOS approval. For example, we do not accept DHS or IRS documents.)

(Continued on reverse side.)

Current Residency Documents Checklist continued.

- Pension or Retirement Statement — Date: _____
- Report Card — Date: _____
- Tuition Invoice from a College or University — Date: _____
- Home Owner's or Renter's Insurance Policy — Date: _____
- Selective Service Card — Date: _____

Notes:

Has applicant visited a SOS facility to check the status of his/her driving record?

- Yes No

Also Bring: Verification of Residency Form, Proof of Car Insurance and \$30 fee. (Applicant should also be prepared to pay any outstanding reinstatement fees.)