What is the Delaware Personal Credential Card (DPCC)?
The Delaware Personal Credential Card (DPCC) affords eligible individuals releasing from Level 5 and Level 4 facilities the ability to obtain the following: (1) a Delaware State issued Identification Card or a Duplicate/Renewal Delaware Driver License and (2) a Certified Delaware Birth Certificate at no cost.

How to Use the DPCC at any Delaware DMV:

<table>
<thead>
<tr>
<th>No Cost Service</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE ID Duplicate (unexpired)</td>
<td>Present Your DPCC to DMV Staff FIRST</td>
<td>You’re Done!</td>
<td></td>
</tr>
<tr>
<td>DE ID Renewal (current ID is expired or within 6 months of expiration)</td>
<td>If expired for 1 year or more, provide 2 Proofs of Delaware Residency Documents dated w/in last 60 days</td>
<td>You’re Done!</td>
<td></td>
</tr>
<tr>
<td>DE ID—FIRST TIME ISSUE</td>
<td>Present Your DPCC to DMV Staff FIRST</td>
<td>Provide 2 Proofs of Delaware Residency Documents dated w/in last 60 days</td>
<td>Provide Proof of Legal Presence/Identity</td>
</tr>
<tr>
<td>*DE Driver License Duplicate/Renewal (unexpired and replacing lost or expired)</td>
<td>Present Your DPCC to DMV Staff FIRST</td>
<td>You’re Done!</td>
<td>Provide Proof of Social Security Number(full SSN): Social Security Card, pay stubs, SSA/1099, W2s</td>
</tr>
</tbody>
</table>

Acceptable verification documents for the DMV include (original documents only, no photocopies):

1. Two Proofs of Residency: current business mail and/or rental lease and/or utility bills/contracts
2. Proof of Legal Presence/Identity: Original (not a copy) Birth Certificate or Passport or valid legal presence document

How to Use the DPCC at any Delaware Office of Vital Statistics (OVS):

<table>
<thead>
<tr>
<th>No Cost Service</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Copy of your Delaware Birth Certificate</td>
<td>Complete the Application Form for a Delaware Birth Certificate</td>
<td>Present Your DPCC and completed OVS Form to Vital Statistic Staff</td>
<td>You’re Done!</td>
</tr>
</tbody>
</table>

*OVS Application Form can be downloaded from https://www.dhss.delaware.gov/dhss/dph/ss/files/birth.pdf
Delaware Division of Motor Vehicles

www.dmv.de.gov

New Castle County

Delaware City DMV
2101 Mid County Drive
New Castle, Delaware 19720
302-326-5000

Kent County

Dover DMV
303 Transportation Circle
Dover, Delaware 19901
302-744-2500

Sussex County

Georgetown DMV
23737 DuPont Blvd.
Georgetown, Delaware 19947
302-853-1000

Wilmington DMV
2230 Hessler Blvd.
New Castle, Delaware 19720
302-434-3200

All DMV hours Statewide are as follows (excluding Holidays):
MONDAY  8:00AM-4:00PM
TUESDAY 8:00AM-4:00PM
WEDNESDAY 12:00PM-8:00PM
THURSDAY 8:00AM-4:00PM
FRIDAY  8:00AM-4:00PM

Office of Vital Statistics

https://www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html

New Castle County

University Office Plaza
Chopin Building
258 Chapman Road
Newark, Delaware 19702
302-283-7130

Kent County

Jesse S. Cooper Building
417 Federal Street
Dover, Delaware 19901
302-744-4549

Sussex County

Thurman Adams
State Service Center
546 S. Bedford Street
Georgetown, Delaware 19947
302-856-5495

Office Hours for all Office of Vital Statistics Locations (excluding Holidays):

MONDAY - FRIDAY  8:00AM-4:15PM