



## Delaware Personal Credential Card Delaware Department of Correction



### 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:

No Cost Service	STEP 1	STEP 2	STEP 3	STEP 4
DE ID Duplicate (unexpired)	Present Your DPCC to DMV Staff FIRST	<b>You're Done!</b>		
DE ID Renewal (current ID is expired or within 6 months of expiration)	Present Your DPCC to DMV Staff FIRST	<i>If expired for 1 year or more</i> , provide 2 Proofs of Delaware Residency Documents dated w/in last 60 days	<b>You're Done!</b>	
DE ID –FIRST TIME ISSUE	Present Your DPCC to DMV Staff FIRST	Provide 2 Proofs of Delaware Residency Documents dated w/in last 60 days	Provide Proof of Legal Presence/ Identity	Provide Proof of Social Security Number(full SSN): Social Security Card, pay stubs, SSA/1099, W2s
*DE Driver License Duplicate/ Renewal (unexpired and replacing lost or expired)	Present Your DPCC to DMV Staff FIRST	<b>You're Done!</b>		
<small>*Driver License Expiration and Renewal: renew early up to 6 months, unless CDL holder - up to 30 days early. Motorcycle endorsement included/Sex Offender fee of \$5.00 is NOT Included and will be the individual's responsibility.</small>				

**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 Pass port or valid legal presence document
3. Proof of Social Security Number (full SSN): Social Security Card, pay stubs, SSA/1099, W2s

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

No Cost Service	STEP 1	STEP 2	STEP 3	STEP 4
Certified Copy of your Delaware Birth Certificate	Complete the Application Form for a Delaware Birth Certificate	Present Your DPCC and completed OVS Form to Vital Statistic Staff	<b>You're Done!</b>	
<small>*OVS Application Form can be downloaded from <a href="https://www.dhss.delaware.gov/dhss/dph/ss/files/birth.pdf">https://www.dhss.delaware.gov/dhss/dph/ss/files/birth.pdf</a></small>				

## Delaware Division of Motor Vehicles

[www.dmv.de.gov](http://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