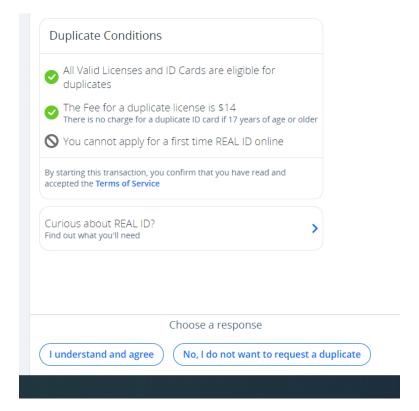
INC ID Replacement

If you need to get a copy of an NC ID because it has been lost or stolen, you will need to go to:

<u>The Official North Carolina DMV Website (ncdot.gov)</u> - however, you first need to verify a few things from your client about their previous NC ID.

- Has your client HAD a NORTH CAROLINA driver's license or ID in the past?
 - o If Yes,
 - How long ago did they have that ID?
 - If it's expired- they CANNOT order it online, they will have to go into the DMV office.
 - If they had one last year and lost it again, it's highly likely you can order a duplicate online.
- 1. You will need this information to order an NC ID online: NCID number (if lost it might be found in C.E. at Roof Above), the Date of Birth, client's SSN, and where the NC ID will be mailed.
- 2. If you can order the client's NC ID online, go to: myNCDMV (ncdot.gov)
- 3. Click the big BLUE Button that says "Continue to myNCDMV Services"
- 4. YOU DO NOT HAVE TO CREATE AN ACCOUNT OR LOG IN- Underneath the logins for Apple, Facebook and Google are a blue hyperlink to CONTINUE AS A GUEST.
- 5. Under DRIVER SERVICES, click on Order a Duplicate.
- 6. **DO NOT FREAK OUT** when you see this notice- there is no fee if over age 17:



- 7. Click I understand or agree. After that it will ask you for the license number, DOB and later the SSN. It will also ask you if you need to change the address. I try not to change the address unless they are homeless and their family members no longer live at that address; I have often contacted family or had the client do so (when appropriate) and offered to drive by to pick up the NC ID once they receive it if relations are strained. If I need to change the address, I use my office address.
- 8. There will be other questions about tissue donation and/or voting and I do not make changes to their previous choices.