

***** IMPORTANT NEW REQUIREMENTS — PLEASE READ *****

Pursuant to the **Beason-Hammon Alabama Taxpayer and Citizen Protection Act of 2011**, effective September 29, 2011, all individuals conducting business transactions with any government office will be required to provide issuing officials proof of their United States citizenship or that they are a lawfully present alien in the United States. **This applies to ALL transactions conducted in our office. This requirement does NOT apply to Corporations, LLCs, or LLPs.**

***Every person whose name appears on a motor vehicle title/registration must provide required documentation. An individual cannot complete a transaction for someone other than the registered owner unless they have a notarized Power of Attorney.**

UNITED STATES CITIZENS (acceptable documentation) :

- Valid (non-expired) Alabama Driver License or Non-Driver ID card
- Valid (non-expired) out of State Driver License or Non-Driver ID card (ONLY if there is language printed on the license that confirms United States citizenship)
- United States Birth Certificate
- United States Passport
- United States Naturalization documents
- Bureau of Indian Affairs card
- Consular Report of birth abroad of a citizen of the United States
- Certificate of Citizenship issued by the United States Citizenship and Immigration Services
- Certification of report of birth issued by the United States Department of State
- American Indian card, with KIC classification issued by the United States Department of Homeland Security
- Final adoption decree showing the applicant's name and United States birthplace
- Official United States military record of service showing the applicant's place of birth in the United States
- United States hospital record of birth created at the time of applicant's birth indicating place of birth in the United States

ALIENS LAWFULLY PRESENT

(acceptable documentation) :

- Valid (unexpired) Alabama Driver License or Non-Driver ID card
- Valid (unexpired) tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- Any valid United States government issued identification document with a photograph or other biometric identifier
- Foreign Passport with an unexpired United States Visa and corresponding stamp or notation by the United States Department of Homeland Security indicating admission to the United States
- Foreign Passport issued by a visa waiver country with entry stamp and unexpired duration of stay annotation or a I94W form by the United States Department of Homeland Security indicating admission to the United States

We apologize for any inconvenience and appreciate your patience as we continue to strive to provide quality customer service while ensuring compliance with Alabama State Law.