



Pre-verification Information and Instructions

March 29, 2021

For customers who:

- Completed the online pre-application.
- Uploaded images of the identity and residency documents selected during the pre-application process for review by DPS-DVS.
- Received an email from DPS-DVS approving the documents.

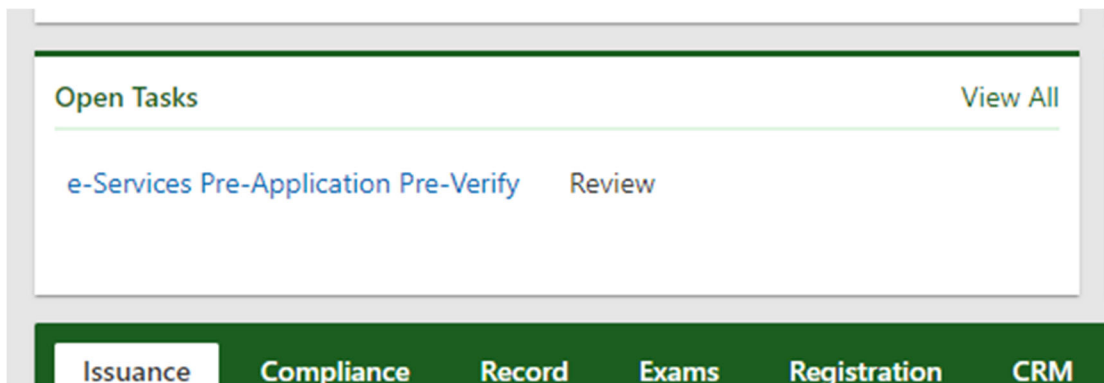
For driver's license offices/exam stations:

- View the original identity and residency documents.
- Make sure the documents presented by the customer match the documents uploaded for approval.
- Have applicants for an EDL complete the EDL questionnaire.
- If the documents are not acceptable, instruct the customer to return with acceptable documents or to upload the acceptable documents at drive.mn.gov. –at this point, the review case for pre-verification is closed, so the customer would not be able to upload additional documents without starting a new pre-application.




Record Display

MNDRIVE creates a pre-verification case on the customer's record when that customer uploads documents for pre-verification.

The screen shot below shows the documents are under review by DPS-DVS staff. The documents have not yet been approved.



Notes show the progress of the pre-verification case.

| Recent Notes | | Add | Browse |
|--------------|---|-----|--------|
| 25-Mar-2021 |  Pre-Verification Review Case has been approved. | | |
| 25-Mar-2021 |  Pre-Verification Review Case: Documentation Received | | |
| 24-Mar-2021 |  Additional documentation requested for Pre-Verification Review Case | | |

Documents Approved

DPS-DVS will send an email confirmation to customers when documents are approved.

Customer should:

- Complete their application at a driver's license office or exam station.
- Present original identification and residency documents.

Sample Email Notification



Completing Pre-Application with Pre-Verification

Follow current procedures to verify documents are authentic and not altered. If a document does not meet the requirements, or was approved by DPS-DVS in error, you should deny the document and request the customer submit an acceptable document.

1. Enter the confirmation number from the approval email into lookup request.

Lookup Request

Pre-App Search
Search

Application Type: Apply for a Driver's License or ID

Confirmation Number: 0-003-205-202

Credential Number:

Email:

Submitted From:

Submitted To:

Applications
Select All

| Application Type | Confirmation Number | Submitted | Name | Associate Transaction |
|-----------------------|--|-------------|------------------|-----------------------|
| <input type="radio"/> | Apply for a Driver's License - 0-003-205-202 | 25-Mar-2021 | VERIFY, PRE, APP | |

Cancel
Save

2. Match the scanned images to the documents presented by the customer.

Pre-Verified Documents

DPS-DVS approved the documents uploaded with the pre-application.

- Verify the applicant's documents match the scanned images. You do not need to rescan matching documents.
- If images do not match, the customer must provide acceptable alternative identity or residency documents. You need to scan these documents.

All images must be viewed before completing the transaction.

US Birth Certificate/US Territory Birth Certificate

View Image

Does the image match the original document?
Required

Social Security Card

View Image

Does the image match the original document?
Required

Cell Phone Bill

View Image

Does the image match the original document?
Required

Game/Fishing License

View Image

Does the image match the original document?
Required

US Birth Certificate/US Territory Birth Certificate

View Full Size Image

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Click "View Full Size Image" link to view the images in a larger field or to rotate and zoom in.


3. View the scanned image and answer the question "Does the image match the original document?" for each document." See the **Documents Do Not Match** section in this document for additional instructions.

Pre-Verified Documents

DPS-DVS approved the documents uploaded with the pre-application.

- Verify the applicant's documents match the scanned images. You do not need to rescan matching documents.
- If images do not match, the customer must provide acceptable alternative identity or residency documents. You need to scan these documents.

✓ All images viewed.

| | |
|---|---|
| <p>US Birth Certificate/US Territory Birth Certificate</p> <p>✓ View Image Does the image match the original document? Yes</p> | <p>Social Security Card View Full Size Image</p>  |
| <p>Social Security Card</p> <p>✓ View Image Does the image match the original document? No</p> | |
| <p>Cell Phone Bill</p> <p>✓ View Image Does the image match the original document? Yes</p> | |
| <p>Game/Fishing License</p> <p>✓ View Image Does the image match the original document? Yes</p> | |

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4. Fill in the remaining required information on the proof documents page.

Documents Do Not Match

If the customer's documents do not match the approved uploaded documents:

1. Verify the customer's documents are acceptable alternative forms of identity or residency documents.
2. Scan the images if acceptable. This opens a new issuance review case and the DPS-DVS Issuing team needs to review the documents again.
3. If the documents are not acceptable, instruct the customer to return with acceptable documents. At this point, the review case for pre-verification is closed, and the customer is unable to upload additional documents without starting a new pre-application.

Example: Proof of social security number not acceptable.

- Provide a new scanned image or copy for SSN
- Documents approved will not be listed.

Proof Documents have been pre-verified by DPS-DVS.

Proof of Social Security Number Change SSN **Proof of Identity, Date of Birth and Legal Presence in the United States**

Is the customer **ineligible** for a SSN?

Document Type: Social Security Card

Social Security Number: ****-**-****

SSN as Entered: 474-76-9014

Document Type: US Birth Certificate/US Territory Bir

State: Required

Certificate Number: Required

No Certificate Number

Issued Date: Required

Proof of Residence in Minnesota

Document Type: Cell Phone Bill

Issued Date: Required

Proof of Residence in Minnesota

Document Type: Game/Fishing License

Expiration Date: Required

No Expiration

Proof of Domicile Presence for Commercial Drivers

Document Type:

Proof of Name Change Translation Certificate

Does the customer's name differ from the name on any of the documents?

Did any document require a translation?

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Started Discard Amount \$51.00 Incomplete 1 section needs review

Created Started Pause Complete Transaction

Application Review Force Application Review View/Print Application

Has the customer confirmed the information provided/entered is correct by signing the application? Required

Source Documents

Are you scanning the application and any supporting documents? Required

0/3 required documents have been presented.

| Document Type | Description |
|---|------------------------------------|
| <input type="radio"/> Social Security Card | Social Security Card |
| <input type="radio"/> Driver Application | Signed Driver Application |
| <input type="radio"/> Commercial Self Certification | Commercial Self Certification Form |

3 Rows

Summary < Previous **Next** >