



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bill J. Crouch  
Cabinet Secretary

Bureau for Social Services  
Office of Programs and Resource Development  
Division of Children and Adult Services  
350 Capitol Street, Room 691  
Charleston, West Virginia 25301  
Telephone: (304) 352-4429 Fax: (304) 558-4563

Jeffrey M. Pack  
Commissioner

Dear Foster Care Provider:

The West Virginia Department of Health and Human Resources authorizes that all foster children have the option to obtain a Youth Identification Card. The Division of Motor Vehicles requires a certified copy of the foster child's birth certificate and social security card be presented to the examiner prior to having the photograph taken. This letter of authorization and the Driver's License/Photo ID application will be presented to the Division of Motor Vehicles Regional Office and/or State Police Exam Center.

The identification card will not be developed unless this letter of authorization, Driver's License/Photo ID Application, a certified birth certificate and Social Security Card are shown. If you have more than five children residing in your home, please call the DMV Regional Office and/or Exam Office to make arrangements.

Carla Harper  
Director of Children and Adult Services

Please complete the following form using **BLUE INK ONLY!** Please print.

Last Name	First Name	Middle Initial	Age	Date
1.				
2.				
3.				
4.				
5.				

\_\_\_\_\_  
Foster Care Provider (Print)                      Signature                      Date

\_\_\_\_\_  
Foster Care Provider (Print)                      Signature                      Date