

# Schedule a DPC Appointment

**After December 27, 2015**, call 1-877-477-7117 to schedule a DPC appointment with DMV.

**To be eligible to schedule a DMV appointment you must have:**

**1. Appeared at one of the below SBI locations to have your fingerprints collected and obtained a receipt containing:**

- ✓ Your Name and date of birth
- ✓ SBI Receipt number
- ✓ DMV's "Appear on or after" date

**SBI's Main Office – Kent County (by appointment only)**

The office is located at 655 South Bay Road, Suite 1B, Dover, DE 19901, in the Blue Hen Corporate Center. Enter the road between Kent County Levy Court and Firestone, and then follow the fingerprint signs.

**Hours of operation are:**

- Mondays, 8:30 a.m. to 6:30 p.m.
- Tuesday through Friday, 8:30 a.m. to 3:30 p.m.
- To schedule an appointment call 302-739-2528

**SBI's Northern Office – New Castle County (by appointment only)**

The office is located at Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896.

**Hours of operation are:**

- Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m.
- Tuesday, 11:30 a.m. to 6:15 p.m.
- To schedule an appointment call 302-739-2528

**SBI's Southern Office – Sussex County (by appointment only)**

The office is in the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.

**Hours of operation are:**

- Monday –Thursday, 8:30 a.m. – 3:30 p.m.
- To schedule an appointment call 302-739-2528
- **CASH IS NOT ACCEPTED** at this location

*\*\*SBI requires a Birth Certificate, Foreign Passport, Consular ID Card, Foreign Driver License, or School Identification document that includes a photograph. You will be photographed and fingerprinted. The fee for this process is \$52.50.\*\**

**2. Visit the Delaware Division of Revenue’s website at [www.revenue.delaware.gov](http://www.revenue.delaware.gov) to immediately collect your Certification of Filing Compliance document or call the Division of Revenue at 302-577-8200 to schedule an appointment to obtain one. This document will contain:**

- ✓ Your (and your spouse and/or dependents) name
- ✓ Year taxes were filed
- ✓ Your (and your spouse and/or dependents) ITIN/SSN
- ✓ Document Locator Code

**New Castle County office location**

Carvel State Office Building  
820 North French Street  
Wilmington, DE 19801  
Phone: 302-577-8200  
Fax: 302-577-8202  
[www.revenue.delaware.gov](http://www.revenue.delaware.gov)

**Kent County office location**

Thomas Collins Building  
540 S. DuPont Highway  
Dover, DE 19901  
Phone: 302-744-1085  
Fax: 302-744-1095  
[www.revenue.delaware.gov](http://www.revenue.delaware.gov)

**Sussex County office location**

20653 DuPont Blvd., Suite 2  
Georgetown, DE 19947  
Phone: 302-856-5358  
Fax: 302-856-5697  
[www.revenue.delaware.gov](http://www.revenue.delaware.gov)

**3. Call DMV at 1-877-477-7117 to schedule a DPC appointment. You will be asked to provide the following information when you call:**

- ✓ Your Name and date of birth
- ✓ SBI Receipt Number
- ✓ The suggested DMV “Appear on or after” date from your SBI receipt
- ✓ Current phone number (must be valid in case DMV needs to contact you)
- ✓ Which DMV facility you would like to appear for your appointment

**4. When you appear at DMV for your scheduled DPC appointment, you MUST HAVE the following documents with you:**

- ✓ **Valid foreign passport or consular ID card**
  - If under 18, must also have valid birth certificate listing birth parents. If in a foreign language, an English translation must also accompany the original document.
- ✓ **SBI Receipt** (*must contain receipt number and appear at DMV “on or after” date.*)
- ✓ **Division of Revenue’s Certification of Filing Compliance document**
- ✓ **Two separate proofs of Delaware residency** (*Must be postmarked by USPS within last 60 days and must come from a company/business. Personal mail will not be accepted.*)
- ✓ **Name change documents, if applicable** (*In the case of multiple name changes, you must provide a document from each name change to prove the continuity of names. If in a foreign language, must be translated into English and accompany the original document.*)
- ✓ **\$20 DMV application fee**