

I Am Here: obtaining your identification and vital documents

Bolivia

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National Identification Cards

What type of document can youth seek which will allow them to move around the country?

If you are a youth who was born in Bolivia, then having an original birth certificate is very important. It is the main document that you will need in order to get a National ID Card.

The other document that youth should seek, if possible, is a National ID Card. For youth under 18 years old, these are the documents that are required in order to get a National ID Card:

- Original birth certificate issued from 2007 onwards (Only for First Time registration in the RUI-SEGIP system)
- Bank deposit slip.
- Physical presence of the minor.
- Physical presence of one or two parents carrying their valid identity cards and a photocopy of them, also in renewal and replacement.

(Source: [SEGIP](#))

What is the process for getting a National ID card?

Identity Cards are issued by the Servicio General de Identificación Personal (SEGIP), the website link is below. The website contains a list of all SEGIP offices by city.

<https://www.segip.gob.bo/>

For people under 18 years old, these are the documents that are required in order to get a National ID Card:

- Original birth certificate issued from 2007 onwards (Only for First Time registration in the RUI-SEGIP system)
- Bank deposit slip.
- Physical presence of the minor.
- Physical presence of one or two parents carrying their valid identity cards and a photocopy of them, also in renewal and replacement.

For people 18 years old and older, these are the documents that are required in order to get a National ID Card:

- Updated original birth certificate, (Only for registration for the First Time in the RUI-SEGIP system)
- Bank deposit slip.

Source: [SEGIP](#)

Where can I find information online about getting a National ID?

Identity Cards are issued by the Servicio General de Identificación Personal (SEGIP), the website containing information about getting a National ID is below.

Source: [SEGIP](#)

What documents do I have to have to get a National ID? Is there any document that I must have to get an ID?

For people under 18 years old, these are the documents that are required in order to get a National ID Card:

- Original birth certificate issued from 2007 onwards (Only for First Time registration in the RUI-SEGIP system)
- Bank deposit slip.
- Physical presence of the minor.
- Physical presence of one or two parents carrying their valid identity cards and a photocopy of them, also in renewal and replacement.

For people 18 years old and older, these are the documents that are required in order to get a National ID Card:

- Updated original birth certificate, (Only for registration for the First Time in the RUI-SEGIP system)
- Bank deposit slip.

Source: [SEGIP](#)

What if my documents do not have my correct name/address?

A correction in the ID data may be requested to SEGIP provided that the error can be proved. However, Law 145 of June 27, 2011 and the internal SEGIP regulation (*Reglamento Registro Unico Identificacion Personal*) do not say anything about a specific procedure.

What if I only have foreign documents?

If you have foreign documents, you can obtain a Foreigner Identity Card, it is issued by SEGIP. But first, you must get a temporary or permanent residence sticker from the General Directorate of Migration.

Here are the steps to obtain a Foreigner Identity Card:

1. Get a temporary or permanent residence sticker from the General Directorate of Migration
 - (a) To get this, you will need a foreign identification document, like a Passport or National Identification Document
 - (b) General Directorate of Migration website has a form to apply for temporary or permanent residence: <http://www.migracion.gob.bo/node/130>
2. Pre-register on the SEGIP website by filling out an online form
 - (a) On SEGIP website, select "Foreigners>Foreigner Identity Card>Pre-Registration", and click on the "PRE-REGISTRATION" link
 - (b) Form will require you to enter the passport number or National Identification Document number that you used when getting your residence sticker (in step 1 above)
 - (c) Form will require you to provide the residence sticker documentation that you were given by the General Directorate of Migration (in step 1 above)
 - (d) A fee is required to complete pre-registration
3. Once pre-registration is complete, you must make an appointment online with SEGIP to visit one of their offices to complete the process. Here is a list of things you must bring with you to the SEGIP office:
 - (a) Passport or National Identification Document that you used when getting your residence sticker (in step 1 above), bring the original and a photocopy
 - (b) Permanence granted by the General Directorate of Migration (in step 1 above), bring the original and a photocopy
 - (c) Delivery certificate or notification seal (as appropriate) that was provided by the General Directorate of Migration (in step 1 above), bring the original and a photocopy
 - (d) Administrative resolution granting permanence by the original General Directorate of Migration (in step 1 above)

- (e) Pre-registration form printed and signed by you
- (f) Receipt for the payment of the fee in your name, bring the original and a photocopy (the fee is paid online during pre-registration)

Source: <https://www.segip.gob.bo/inicio/extranjeros/>

What happens if my documents are not accepted to get a National ID card?

Law nº 145 dated June 27, 2011 does not say anything about it.

Internal regulation of SEGIP in article 10 states that the following may be valid documents to obtain, renew or modify the data in the RUI system:

- Birth certificate
- Marriage certificate
- Death certificate.
- SERECI certifications.
- SERECI Administrative Resolutions.
- Judicial Resolutions.
- Certifications issued by Consulates, with the verification and support of the SIRENA System
- Others that SEGIP defines through Instructions.

Do I have to be a resident of the country to get a National ID card?

Yes; you must be of Bolivian nationality to get a National ID card. As long as you are of Bolivian nationality, you can get a National ID card whether you reside in Bolivia or abroad.

If you are not of Bolivian nationality, then you can get a Foreigner Identity Card instead of a National ID Card.

Source: <https://www.segip.gob.bo/inicio/extranjeros/> (FAQ section)

What does it mean to be a resident of this country? How do I prove residency?

Being a resident of Bolivia can mean a few different things, and it depends on where you were born.

1. If you were born in Bolivia, then you can get a National ID Card. You will need to provide your original birth certificate in order to get a National ID Card. (Source: [SEGIP](#))

2. If you were not born in Bolivia, then you can apply for a temporary or permanent residence sticker from the General Directorate of Migration.
 - (a) To get the sticker, you will need a foreign identification document, like a Passport or National Identification Document
 - (b) The General Directorate of Migration website has a form to apply for temporary or permanent residence: <http://www.migracion.gob.bo/node/130>

Once you have the sticker, you can then apply for a Foreigner Identity Card.

Source: <https://www.segip.gob.bo/inicio/extranjeros/>

What can I do if I do not have residency in this country?

If you are not a Bolivian resident, you cannot get a National ID Card, but you can get a Foreigner Identity Card.

As long as you have foreign documents, you can obtain a Foreigner Identity Card, it is issued by SEGIP. But first, you must get a temporary or permanent residence sticker from the General Directorate of Migration.

Here are the steps to obtain a Foreigner Identity Card:

1. Get a temporary or permanent residence sticker from the General Directorate of Migration
 - (a) To get this, you will need a foreign identification document, like a Passport or National Identification Document
 - (b) General Directorate of Migration website has a form to apply for temporary or permanent residence: <http://www.migracion.gob.bo/node/130>
2. Pre-register on the SEGIP website by filling out an online form
 - (a) On SEGIP website, select "Foreigners>Foreigner Identity Card>Pre-Registration", and click on the "PRE-REGISTRATION" link
 - (b) Form will require you to enter the passport number or National Identification Document number that you used when getting your residence sticker (in step 1 above)
 - (c) Form will require you to provide the residence sticker documentation that you were given by the General Directorate of Migration (in step 1 above)
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3. Once pre-registration is complete, you must make an appointment online with SEGIP to visit one of their offices to complete the process. Here is a list of things you must bring with you to the SEGIP office:

- (a) Passport or National Identification Document that you used when getting your residence sticker (in step 1 above), bring the original and a photocopy
- (b) Permanence granted by the General Directorate of Migration (in step 1 above), bring the original and a photocopy
- (c) Delivery certificate or notification seal (as appropriate) that was provided by the General Directorate of Migration (in step 1 above), bring the original and a photocopy
- (d) Administrative resolution granting permanence by the original General Directorate of Migration (in step 1 above)
- (e) Pre-registration form printed and signed by you
- (f) Receipt for the payment of the fee in your name, bring the original and a photocopy (the fee is paid online during pre-registration)

Source: <https://www.segip.gob.bo/inicio/extranjeros/>

Will I need a mailing address? What can I do if I am homeless?

You should not need a mailing address in order to get a National ID Card. Requirements for getting a National ID Card are listed below:

For youth under 18 years old, these are the documents that are required in order to get a National ID Card:

- Original birth certificate issued from 2007 onwards (Only for First Time registration in the RUI-SEGIP system)
- Bank deposit slip.
- Physical presence of the minor.
- Physical presence of one or two parents carrying their valid identity cards and a photocopy of them, also in renewal and replacement.

For people 18 years old and older, these are the documents that are required in order to get a National ID Card:

- Updated original birth certificate, (Only for registration for the First Time in the RUI-SEGIP system)
- Bank deposit slip.

(Source: [SEGIP](#))

What is the application process? Can I complete it online?

The application process for a National ID requires you to visit one of the Servicio General de Identificación Personal (SEGIP) offices in person. There is no online application.

The website link below contains a list of all SEGIP offices by city.

Source: [SEGIP](#)

For people under 18 years old, these are the documents that are required in order to get a National ID Card:

- Original birth certificate issued from 2007 onwards (Only for First Time registration in the RUI-SEGIP system)
- Bank deposit slip.
- Physical presence of the minor.
- Physical presence of one or two parents carrying their valid identity cards and a photocopy of them, also in renewal and replacement.

For people 18 years old and older, these are the documents that are required in order to get a National ID Card:

- Updated original birth certificate, (Only for registration for the First Time in the RUI-SEGIP system)
- Bank deposit slip.

Source: [SEGIP](#)

Is there an application fee? Is there a waiver option if I cannot afford to pay it?

Yes, there is a fee to get a National ID card. I do not see specific fee amount information/fee waiver information provided on the SEGIP website.

Source: [SEGIP](#)

What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

I believe you would need a power of attorney to represent you, or an adult to represent you who could provide documentary evidence of the family relationship with the youth (parents, children, siblings, spouses and others).

Source: <http://www.migracion.gob.bo/node/130>

At what age can I get a National ID card by myself?

You must be 18 years of age or older to get a National ID card by yourself.

Source: [SEGIP](#)

Are there any special provisions for foster youth (children in custody of the government)?

I believe you would need a power of attorney to represent you, or an adult to represent you who could provide documentary evidence of the family relationship with the youth (parents, children, siblings, spouses and others). More information can be found at the link below.

Source: <http://www.migracion.gob.bo/node/130>

Are there any special provisions for homeless youth?

An address is not needed for a youth to get a National ID Card, so the provisions for homeless youth are the same as the provisions for any youth (this is covered on a different card).

(Source: [SEGIP](#))

Will I have to take a test?

There is no test associated with getting a National ID in Bolivia.

Source: [SEGIP](#)

If applicable, do I have to make an appointment to take the test?

Not applicable - no test is needed for a National ID in Bolivia.

Source: [SEGIP](#)

Driver's License

What organization issues a driver's license in this country?

The Servicio General de Identificación Personal (SEGIP) office.

Source: [SEGIP](#)

What is the process for getting a driver's license?

For first time licenses in Categories M, P, T and A, you need to have the following documents:

- Current identification card
- Original certificate of driving skills, granted by a driving school authorized by the SEGIP-SEGELIC
- Original medical certificate issued by the Health Center and authorized by SEGIP-SEGELIC
- Traffic background certificate from the FELCC-FELCN
- Proof of bank deposit, according to the category of driver's license

Category P is a license to drive private cars, trucks, or wagons for up to 7 people (including the driver).

Source: [SEGIP](#)

This source also contains costs to obtain (or replace) a driver's license by category, a list of National Accredited Training Centers, and a list of places to pay for identification cards and licenses.

Where can I find information online about getting a driver's license?

The SEGIP website will list the requirements:

(Spanish):

[Bolivianos: SEGIP](#)

What documents do I have to have to get a driver's license? Is there any document that I must have to get a driver's license?

According to the SEGIP website, you will need:

- A valid identity card (cédula de identidad vigente)
- Original certificate that states you can drive safely issued by the SEGIP-SEGELIC
- A medical exam issued by a health center authorized by the SEGIP-SEGELIC
- A certificate of driving records
- A bank payment/deposit proof depending on the type of license.

Source (Spanish)

[Bolivianos: SEGIP](#)

What if my documents do not have my correct name/address?

Same documents as number should more or less apply here as well.

What if I only have foreign documents?

There is a separate process for foreign citizens, one of them is to have a "ficha kardex" in order to obtain a "courtesy driver's license".

The process is outlined in detail on the website below:

(Spanish)

[Extranjeros: SEGIP](#)

What can I do if I do not have residency in this country?

There is a "courtesy driver's license" for non-Bolivian nationals. You will first need to complete a separate process for a "ficha kardex"

The process is outlined below

[Extranjeros: SEGIP](#)

What is the application process? Can I complete it online?

You can schedule your appointment online, but process will need to be completed at one of the government centers.

Link to schedule your appointment online:

<http://ticketlicencias.segip.gob.bo/>

Process:

For first time licenses in Categories M, P, T and A, you need to have the following documents:

- Current identification card
- Original certificate of driving skills, granted by a driving school authorized by the SEGIP-SEGELIC
- Original medical certificate issued by the Health Center and authorized by SEGIP-SEGELIC
- Traffic background certificate from the FELCC-FELCN
- Proof of bank deposit, according to the category of driver's license

Category P is a license to drive private cars, trucks, or wagons for up to 7 people (including the driver).

Source: [SEGIP](#)

This source also contains costs to obtain (or replace) a driver's license by category, a list of National Accredited Training Centers, and a list of places to pay for identification cards and licenses.

Is there an application fee? Is there a waiver option if I cannot afford to pay it?

For a "Particular P" driver's license category, the fee for a first time DL is Bs. 225 which is about 32.5 USD on February 9, 2023.

Source (Spanish)

[Bolivianos: SEGIP](#)

How old do I have to be to apply for an state driver's license by myself?

The minimum age to apply by yourself is 18.

Source (law in Spanish):

[https://www.lexivox.org/norms/BO-DS-N3439.html#:~:text=Se%20proh%C3%ADbe%20la%20otorgaci%C3%B3n%20de,\(18\)%20a%C3%B1os%20de%20edad](https://www.lexivox.org/norms/BO-DS-N3439.html#:~:text=Se%20proh%C3%ADbe%20la%20otorgaci%C3%B3n%20de,(18)%20a%C3%B1os%20de%20edad)

What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

For a driver's license, the requirements do not list the need for a parent or guardian for regular "P" category licenses as you need to be of legal age (18).

Source (Spanish)

[Bolivianos: SEGIP](#)

At what age can I get a driver's license card by myself?

The minimum age to apply by yourself is 18.

Source (law in Spanish):

[https://www.lexivox.org/norms/BO-DS-N3439.html#:~:text=Se%20proh%C3%ADbe%20la%20otorgaci%C3%B3n%20de,\(18\)%20a%C3%B1os%20de%20e](https://www.lexivox.org/norms/BO-DS-N3439.html#:~:text=Se%20proh%C3%ADbe%20la%20otorgaci%C3%B3n%20de,(18)%20a%C3%B1os%20de%20e)

Will I have to take a test?

The list of requirements on the SEGIP website does not list a required test, but you will need to present a certificate from a SEGIP-approved driving school that might require you to take a test.

Source (Spanish)

[Bolivianos: SEGIP](#)

If applicable, do I have to make an appointment to take the test?

As part of the requirements for a driver's license, you will need to present a certificate from a driving school approved by the SEGIP – SEGELIC. This might mean that you will need to take the test at any of the approved driving schools.

Source (Spanish)

[Bolivianos: SEGIP](#)

Where can I take the driving test? What can I do if I cannot get to a testing location?

As part of the requirements for a driver's license, you will need to present a certificate from a driving school approved by the SEGIP – SEGELIC. This might mean that you will need to take the test at any of the approved driving schools.

Source (Spanish)

[Bolivianos: SEGIP](#)

Do I need to get a permit or authorization to practice driving before I get my driver's license?

No, the SEGIP website does not list anything related to a parking permit, but to get an actual driver's license you will need to present a certificate from a driving school approved by the SEGIP – SEGELIC. This might mean that you will get your practice during at the driver's ed. course at the driving school.

Source (Spanish)

[Bolivianos: SEGIP](#)

Birth Certificate

What is the document detailing a person's birth called in this country?

The equivalent to a birth certificate in Bolivia is called "partida de nacimiento" or "certificado de nacimiento"

Source (Spanish):

[Registro civil – Consulado General de Bolivia en EE.UU., Washington DC \(cancilleria.gob.bo\)](http://registrocivil.gob.bo)

I'm not sure I have a birth certificate, what can I do to find out if I have one and where to get it?

The link below provides an address from which the birth certificate may be able to be ordered:

[SSA - POMS: GN 00312.052 Bolivia – Vital Statistics Records](http://ssa-poms.gn.00312.052)

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGIS](#)

How do I get a copy of my birth certificate?

The link below provides an address from which the birth certificate may be able to be ordered:

[SSA - POMS: GN 00312.052 - Bolivia – Vital Statistics Records - 08/26/2005](http://ssa-poms.gn.00312.052)

See additional information below, will need to be confirmed:

[Bolivia Civil Registration • FamilySearch](#)

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGIS](#)

Can I order my birth certificate online?

No, it is not possible to order the certificate online. It has to be in the SERECI's offices.

<https://www.oep.org.bo/registro-civico/servicios-registro-civil/registro-nacimiento/>

What documents will I need to get my birth certificate?

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGIS](#)

What happens if I don't have some or all of the documents that are required?

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[SEGIS](#)

How old do I have to be to get a copy of my birth certificate by myself?

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGIS](#)

What can I do if I do not have a parent or guardian who can go with me to get a birth certificate (and the application says I have to have one)?

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGIS](#)

What is the cost to get a birth certificate?

If you are in the US, the consular/embassy cost to get a birth certificate for the first time is \$15. To get a copy of an existing birth certificate the cost is \$5.

Source (Spanish):

[Arancel Consular – Consulado General de Bolivia en EE.UU., Nueva York \(cancilleria.gob.bo\)](http://arancelconsular.gob.bo)

The link below provides an address from which the birth certificate may be able to be ordered:

[SSA - POMS: GN 00312.052 - Bolivia – Vital Statistics Records - 08/26/2005](#)

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGIP](#)

Where do I get my birth certificate if I was born in another country?

Children under 12 years old and from 12 to 18 (with an administrative procedure), with a Bolivian parent may apply for a Bolivian birth certificate. The Birth Certificate is issued at the moment of the registration. For persons over eighteen years old, the procedure must be done in Bolivia directly.

[Birth registration – Embassy of Bolivia in the Netherlands](#)

Is there a way to get my birth certificate without going somewhere in person?

No, obtaining a birth certificate is contingent upon access to a Civil Registry Office. There are many offices scattered throughout Bolivia and their location can easily be found at the SERECI (El Servicio de Registro Civico) website.

Rural access to these locations however remains somewhat limited.

[The Legal Atlas for Street Children - Consortium for Street Children](#)

Where can I find information online about getting a birth certificate?

See some general information below, which would need to be verified

[Bolivia Civil Registration • FamilySearch](#)

Making changes to government ID documents

What vital doc should I start with to change my name? Is the process easier for one of the IDs?

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGI](#)

How do I change my name on my National ID?

This looks like an official source in Bolivia for id and related matters. It's in Spanish, and the "translate" tool on browser did not work to translate it into English.

[SEGI](#)

What vital doc should I start with to change my gender marker? Is the process easier for one of the IDs?

You will first need to start a process that will allow you to legally change your gender and name.

The steps needed are:

- Take a psychological test
- Present the completed application
- Present your original birth certificate
- Present a certificate of personal data issued by the "Segip"
- Present a certificate of "descendence" also issued by the "Segip"
- Present a statement of no criminal record by the "Rejap"
- An updated picture

After 15 days, you should be able to have the document that will allow you to update the rest of your identity documents

Source in Spanish:

[Bolivia aprueba la ley que permite a transexuales y transgénero solicitar el cambio de identidad \(notimerica.com\)](#)

How do I change my gender marker on my birth certificate?

You will first need to start a process that will allow you to legally change your gender and name.

The steps needed are:

- Take a psychological test
- Present the completed application
- Present your original birth certificate
- Present a certificate of personal data issued by the "Segip"
- Present a certificate of "descendence" also issued by the "Segip"
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You will first need to start a process that will allow you to legally change your gender and name.

The steps needed are:

- Take a psychological test
- Present the completed application
- Present your original birth certificate
- Present a certificate of personal data issued by the "Segip"
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After 15 days, you should be able to have the document that will allow you to update the rest of your identity documents

Source in Spanish:

[Bolivia aprueba la ley que permite a transexuales y transgénero solicitar el cambio de identidad \(notimerica.com\)](https://notimerica.com/bolivia-aprueba-la-ley-que-permite-a-transexuales-y-transgenero-solicitar-el-cambio-de-identidad/)

How do I change my gender marker on my driver's license?

You will first need to start a process that will allow you to legally change your gender and name.

The steps needed are:

- Take a psychological test
- Present the completed application
- Present your original birth certificate
- Present a certificate of personal data issued by the "Segip"
- Present a certificate of "descendence" also issued by the "Segip"
- Present a statement of no criminal record by the "Rejap"
- An updated picture

After 15 days, you should be able to have the document that will allow you to update the rest of your identity documents

Source in Spanish:

[Bolivia aprueba la ley que permite a transexuales y transgénero solicitar el cambio de identidad \(notimerica.com\)](https://notimerica.com/bolivia-aprueba-la-ley-que-permite-a-transexuales-y-transgenero-solicitar-el-cambio-de-identidad/)

At what age can I change my gender marker by myself?

At the age of 18 you can change your name and gender.

Source (Spanish)

[Bolivia aprueba la ley que permite a transexuales y transgénero solicitar el cambio de identidad \(notimerica.com\)](https://notimerica.com/bolivia-aprueba-la-ley-que-permite-a-transexuales-y-transgenero-solicitar-el-cambio-de-identidad/)

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