

ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION CARDS TO PRISONERS

Appendix B: Detailed Data By State

RS 500-440

by

David Kim, Associate Professor,
J. David Porter, Associate Professor,
Toni Doolen, Associate Professor.

Oregon State University
School of Mechanical, Industrial and Manufacturing Engineering
204 Rogers Hall
Corvallis, Oregon 97331

Amanda Joy Pietz
ODOT Research

for

Oregon Department of Transportation
Research Section
200 Hawthorne Ave. SE, Suite B-240
Salem OR 97301-5192

June 2010

Table of Contents

COLORADO 5

 INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 6

 CHANGE REQUEST FOR MOBILE UNIT 10

FLORIDA 17

 INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 18

 INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 25

 PRISON FACILITIES MAP 29

INDIANA 31

 INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 32

 INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 38

 MOBILE UNIT INFORMATION 39

 MEMORANDUM OF UNDERSTANDING BETWEEN DOC AND BMV 42

 PRISON FACILITIES MAP 45

MARYLAND..... 47

 INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 48

 INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 55

 EXCERPTS FROM MARYLAND DPSCS BUDGET REPORT 59

 BROCHURE 65

 ADDITIONAL BROCHURE **ERROR! BOOKMARK NOT DEFINED.**

 ID ISSUE STATUS REPORT JANUARY 2010 67

 PRISON FACILITIES MAP 68

MICHIGAN..... 71

 INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 72

 PRISON FACILITIES MAP 76

MINNESOTA 78

 INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 79

 INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES 84

 MOBILE UNIT INFORMATION 89

 INTERAGENCY AGREEMENT 91

 PRISON FACILITIES MAP 96

MISSOURI	97
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	98
INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	102
PRISON FACILITIES MAP	103
MONTANA	104
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	105
INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	117
COOPERATIVE DRIVER TESTING PROGRAM	120
IMPLEMENTATION OF AUTOMATED TESTING BY MCE.....	121
ISSUANCE OF MONTANA IDENTIFICATION CARDS BY MCE	123
PRISON FACILITIES MAP	125
NEW HAMPSHIRE	126
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	127
PRISON FACILITIES MAP	131
NORTH DAKOTA	132
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	133
APPLICATION PROCESS	136
OFFENDER IDENTIFICATION DOCUMENTS	139
NORTH UNIT ID DOCUMENTATION PROCEDURE.....	140
PRISON FACILITIES MAP	145
OKLAHOMA.....	146
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	147
INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	150
PRISON FACILITIES MAP	151
OREGON.....	152
INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	153
FACTS SHEET	155
PRISON FACILITIES MAP	156
SOUTH DAKOTA.....	158
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES.....	159

OFFENDER IDENTIFICATION PROCEDURES	163
INMATE OPERATION OF VEHICLES PROCEDURE	180
PRISON FACILITIES MAP	185
TENNESSEE	186
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES	187
POLICY CHANGE NOTICE 09-4 IDENTIFICATION FOR POST RELEASE	194
INDEX 511.05 IDENTIFICATION FOR POST RELEASE	195
POLICY CHANGE NOTICE 10-4	204
MEMORANDUM OF UNDERSTANDING BETWEEN THE TENNESSEE DEPARTMENT OF CORRECTION AND THE TENNESSEE DEPARTMENT OF SAFETY	205
PRISON FACILITIES MAP	208
WASHINGTON	209
INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES	223
STATE/FEDERAL IDENTIFYING LETTERS (5.3)	224
INTERAGENCY AGREEMENT BETWEEN THE DEPARTMENT OF CORRECTIONS AND THE DEPARTMENT OF LICENSING	232
ENGROSSED SUBSTITUTE SENATE BILL 6157	237
PRISON FACILITIES MAP	241
WISCONSIN	242
INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES	243
INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES	252
WISCONSIN POLICY 309.20.02	253
WISCONSIN PROJECT CHARTER	256
PRISON FACILITIES MAP	268

COLORADO

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Colorado
2. **Contact Agency:** Driver's License Administration
3. **Contact details:** Aggie Zaragoza Garcia, 303-205-5667, azaragoza-garcia@spike.dor.state.co.us
4. **Date:** February 2010
5. **URL's used:** <http://www.michigan.gov/sos>

6. Documentation requirements for obtaining ID and DL

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth (Age)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency: Must have had prior CO DL or ID	<input type="checkbox"/>	<input type="checkbox"/>
Identity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other : Soc. Sec. # - proof of eligibility if person does not have one.	<input type="checkbox"/>	<input type="checkbox"/>

7. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Legal presence	See figure below
Date of Birth	See figure below
Legal Name	See figure below
State residency	NA – Must have had prior CO DL or ID
Identity	See figure below

IDENTIFICATION REQUIREMENTS

To be issued a Colorado Driver's License or Identification Card, you must prove the following elements: your full legal name, identity, age, and lawful presence in the United States. The chart below shows the documents that you may use to prove each of these elements. In some cases, a single document may prove all four elements. However, it may be necessary for some applicants to provide multiple documents in order to prove all the required elements. All documents presented must be certified originals or certified amended originals or true copies certified by the issuing agency.

If you can not prove each of the required elements with the documents set forth in the chart below, then you may request to go through "Exceptions Processing" in order to prove the required elements with additional/alternative documents.

Document	Elements			
	Identity	Age	Name ¹	Lawful Presence
Stand Alone Documents				
CO license (expired less than 10 yrs, image on file)	X	X	X	X
CO ID card (expired less than 10 yrs, image on file)	X	X	X	X ²
US passport (expired less than 10 yrs)	X	X	X ³	X
Out of State DL/ID from LP ^{3,4} state (expired less than 1 yr)	X	X	X ³	X
Foreign passport w/ photo, US Visa, I-94 ³	X	X	X	X
Valid Military ID/Common Access Card ³	X	X	X	X
Cert. of Naturalization w/ photo less than 20 yrs old ⁵	X	X	X	X
Cert. of Citizenship w/ photo less than 20 yrs old ⁵	X	X	X	X
Valid I-551	X	X	X	X
Valid EAD/Temporary Resident	X	X	X	X
Refugee/Asylee I-94 w/ photo less than 20 yrs old ⁶	X	X	X	X
OR				
You must provide any combination of documents that prove identity, age, name, and lawful presence in the United States				
Lawful Presence Documents				
Social Security card verified by SSOLV				X
U.S. Birth certificate		X	X	X
Cert. of Citizenship from the Department of Interior		X ⁷		X
U.S. Adoption Order w/ birth information		X		X
Asylee/refugee I-94, no photo		X		X
Name, Age, and Identity Documents				
CO license (expired less than 10 yrs, no image on file)	X	X	X	
CO ID card (expired less than 10 yrs, no image on file)	X	X	X	
Out of State DL/ID (NLP ⁵ , expired less than 10 yrs)	X	X	X ⁸	
BIA ID Card w/ photo less than 20 yrs old	X	X	X	
Military ID/CAC (expired less than 10 yrs)	X	X	X	
VA Card w/ photo less than 20 yrs old	X	X	X	
Parent/Guardian affidavit if under 21 ⁸	X	X	X	
US school record less than 12 months old		X		
Colorado Dept. of Corrections or Federal Bureau of Prisons ID card ¹⁰	X			

See reverse side for footnotes disclaimer.

8. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30 day max lead time.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Done during in-person application.
Biometric checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inmates must provide a photo beforehand. This is then checked against the person who shows up using facial recognition.
Fingerprints	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pay during in-person application process \$10.50
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	DOC ID card accepted as identity verification.
Vision test	<input type="checkbox"/>	<input type="checkbox"/>	
Written test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Third party testing - certificate

9. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Yes – If SSN used as documentation
SAVE (immigration documents)	NA
PDPS, CDLIS (driving records)	NA
Real-time database updates	NA
Batch processing	NA
DOC access or equipment	NA

10. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

The process is only for inmates that have had a prior Colorado DL or ID only. About 500 names are sent to the DLA manager. This manager checks each name to see whether they have had a prior DL/ID. If so and the records show that they have had prior proof of legal presence, then they can proceed with the process. The inmate must send a photo ahead of their visit.

All inmates that are pre-screened are transported by bus to Canon City. The facility is set up with DLA equipment in the visitors' center. The inmates have to bring a SSN and it is checked

through SSOLV, and a facial recognition match is performed against the picture provided earlier. They go through the application process and are bussed back. If everything is ok, ID cards are either sent to an address, or to the prison where the card is given to the inmate upon release.

About 150-200 prisoners are processed per month. Two-three DLA employees travel to Canon City to do the processing. Two guards are present in the visitors center at all times and guards are on the busses that bring the inmates in. There were no safety concerns from the DLA employees and minimal publicity occurred so very little public reaction.

CHANGE REQUEST FOR MOBILE UNIT

CHANGE REQUEST FOR FY 2009-10 BUDGET REQUEST CYCLE

Department:	Revenue
Priority Number:	
Change Request Title:	Driver's License Mobile Unit

SELECT ONE (click on box):

- Decision Item FY 2009-10
- Base Reduction Item FY 2009-10
- Supplemental Request FY 2008-09
- Budget Request Amendment FY 2009-10

SELECT ONE (click on box):

Supplemental or Budget Request Amendment Criterion:

- Not a Supplemental or Budget Request Amendment
- An emergency
- A technical error which has a substantial effect on the operation of the program
- New data resulting in substantial changes in funding needs
- Unforeseen contingency such as a significant workload change

Short Summary of Request:

The Department of Revenue requests 2.0 FTE and \$92,900 for the Division of Motor Vehicles, Driver and Vehicle Services Personal Services line item, \$152,583 for the Driver and Vehicle Services Operating line item, \$29,768 for the Executive Director's Office, Operating Expenses line item for Variable Vehicle expenses, and \$34,270 for the Executive Director's Office Vehicle Lease Payments. \$309,521 Cash Funds (Licensing Services Cash Fund). The Division of Motor Vehicles (DMV) seeks authorization to deploy a mobile driver's license testing and document issuance facility (mobile customer service center) in order to regularly service citizens in areas of the State where fixed facilities cannot be economically justified and where certain citizens may need extraordinary assistance in accessing driver's license services.

Background and Appropriation History:

DMV has struggled in recent years to provide uniform services to citizens of the State, especially those requiring identification documents and who are unable to conveniently access regular State-managed DMV facilities. Individuals being released from correctional institutions at the State and County levels find it difficult, without State ID, to gain employment. Quick transition back into society for this population is critical in preventing recidivism. Other populations, such as homeless, disabled, and other disadvantaged individuals (including a large number of senior citizens in nursing homes or assisted living facilities) can be better served by a mobile customer service center.

Previous budgeting cycles have not allowed the Division the flexibility to offer its services to these populations without requiring individuals to travel to fixed site locations around the State. Currently, the City of Denver has two operating DMV offices capable of providing driver's license and identification card issuance services, presenting access issues to individuals unable to travel. These populations have been presented with further obstacles in being required to show State-issued identification documents to qualify for any State-funded services.

General Description of Request:

DMV is requesting \$309,521 and 2.0 FTE Cash Funds for the acquisition and operation of a mobile driver's license field office. The mobile office will schedule stops and offer services populations in the State that have difficulty accessing license testing and document issuance services, expanding access for a large Colorado citizens. The 2.0 FTE, in a fixed-site office, have the capability of issuing 15,000 documents, as well as perform a considerable number of other driver's license-related services, including Exception Processing for those whose source identification documents are not in compliance with current requirements. Services will include assisting inmates in the Department of Corrections with acquiring valid, secure, and accurate identification documents, as they prepare to transition from State custody to life outside the institutions.

Ongoing operating costs in out years are dependent upon fuel-related and other expenses for travel, as well as the estimated annual personal services expenses.

Consequences if Not Funded:

Homeless, disadvantaged, and mobility-impaired citizens will struggle to access driver's license services at sometimes distant fixed State-managed facilities, continuing the disparity of citizen access to critical State services.

Calculations for Request:

Summary of Request FY 2009-10 Build to Numbers in Schedule 13	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request [Items below total to this]	\$309,521		\$309,521			2.0
EDO, Operating Expense, Variable Vehicle	\$29,768		\$29,768			
EDO, Fixed Vehicle Expense	\$34,270		\$34,270			
Facility Staff, annual expense, 2.0 FTE	\$92,900		\$92,900			
Operating Expense, DVS	\$152,583		\$152,583			

Summary of Request FY 2010-11 Build to Numbers in Schedule 13	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	FTE
Total Request [Items below total to this]	\$180,887		\$180,887			2.0
EDO, Operating Expense, Variable Vehicle	\$29,768		\$29,768			
EDO, Fixed Vehicle Expense	\$40,000		\$40,000			
Facility Staff, annual expense, 2.0 FTE	\$92,900		\$92,900			
Operating Expense, DVS	\$18,219		\$18,219			

Tailor fund sources as needed

Add other tables and references to Excel spreadsheets here as needed.

Show FTEs to the one decimal

Cash Funds Projections:

Cash Fund Name	Cash Fund Number	FY 2007-08 Expenditures	FY 2007-08 End of Year Cash Balance	FY 2008-09 End of Year Cash Balance Estimate	FY 2009-10 End of Year Cash Balance Estimate	FY 2010-11 End of Year Cash Balance Estimate
<u>Licensing Services Cash Fund</u>	<u>437</u>	\$4,982,626	\$1,617,941	\$626,059	\$22,294	\$443,529

Assumptions for Calculations:

Vendor quotations and calculations from Digimarc Corporation, provider of photo document services and intake equipment for issuance processing; State Compensation plans for FY2008-09.

Vehicle Operating expense (fixed and variable) derived from information submitted by Fleet Services; used a 72-month lease term and MSRP of \$150,000, plus outfitting cost of \$50,000 as basis for fixed vehicle expense and Class 9 vehicle for variable vehicle cost.

Impact on Other Government Agencies:

There will be an indeterminate benefit to the Department of Corrections and various metropolitan County Corrections facilities due to the enhanced preparation of inmates for release back into society.

Cost Benefit Analysis:

One fixed-site office using 10.0 FTE offering driver's license services to the public has a first year cost estimate of \$666,000, and its effective service area is limited by the ability of citizens to easily travel to and from the site. The estimated first-year cost of the proposed mobile driver's license field office is less than half and offers a high level of flexibility for providing citizen access to State services. If scheduled on a frequent and fixed basis, citizens in the target populations will have the opportunity to access services that are not easily available to them at this time.

Implementation Schedule:

Task	Month/Year
Internal Research/Planning Period	
Written Agreement w/ Other State Agencies	
FTE Hired	
Waiver or State Plan Amendment Written	
Waiver or State Plan Amendment Approved	
RFP Issued	
System Modifications Made	
Contract or MOU Written	
Rules Written	
Rules Passed	
Contract or MOU Awarded/Signed	
Start-Up Date	

Tailor this table to meet the needs of the specific Change Request; delete and add rows as applicable.

Statutory and Federal Authority:

CRS §24-35-105The department of revenue shall be provided with suitable quarters, equipment, services, supplies, materials, and other facilities and services as may be necessary to carry out its functions and is authorized to incur necessary expenditures for such facilities and services, subject to the limitation of appropriations and dedicated revenues provided therefore.

§24-35-113(1) and (2)(1) It is the duty of the executive director of the department of revenue in the administration of his or her department to organize the same so that all employees of the department, insofar as possible, are interchangeable in work assignment, to the end that they may be shifted within the department of revenue so as to meet the demands upon any division, group, or branch of the department and the number of such employees kept to the minimum possible for efficient operation. It is likewise the duty of the said executive director, insofar as practicable, to centralize all record-keeping, filing, payroll, and other services required by the department and divisions thereof. (2) In any fiscal year in which employees are shifted between divisions, groups, or branches of the department pursuant to subsection (1) of this section, the executive director shall

prepare a report that demonstrates that the total cash fund, cash fund exempt, and federally funded FTE appropriated to such a division, group, or branch of the department for such fiscal year has not been exceeded in that fiscal year by such division, group, or branch. Such report shall be submitted with the department's annual budget request to the joint budget committee.

§42-2-107(b)(I)(II) and (c) and (d) (II) An applicant who submits, as proof of age or proof of identity, a driver's license or identification card issued by a state that issues drivers' licenses or identification cards to persons who are not lawfully present in the United States shall also submit such proof as the department may require that the applicant is lawfully present in the United States.

(c) The department may not issue a driver's or minor driver's license to any person who is not lawfully present in the United States.

(d) The department may not issue a driver's or minor driver's license to any person who is not a resident of the state of Colorado. The department shall issue such a license only upon the furnishing of such evidence of residency as the department may require.

§42-2-111 (1) (a) The department shall examine every applicant for a driver's or minor driver's license. The executive director of the department, in the director's discretion, may conduct the examination in any county convenient for the applicant. The examination shall include a test of the applicant's eyesight, his or her ability to read and understand highway signs that regulate, warn, and direct traffic, and his or her knowledge of the traffic laws of this state, an actual demonstration of the applicant's ability to exercise ordinary and reasonable care and control in the operation of a motor vehicle, and such further physical and mental examination as the department finds necessary to determine the applicant's fitness to operate a motor vehicle safely upon the highways; except that an applicant seeking renewal of a driver's license by mail under section 42-2-118 need only submit the information required by that section.

§42-2-113 The department may appoint license examiners for any county in this state to conduct local examinations for all types of drivers' licenses. Such officers of the department shall conduct the examination as prescribed by law for all drivers in said county and collect the fees as provided in section 42-2-114 and remit the same to the

department, which shall deposit the same in the state treasury to the credit of the highway users tax fund.

§42-2-403(1) and (2)(a) (1) The department shall develop, adopt, and administer a procedure for licensing drivers of commercial motor vehicles in accordance with applicable federal law governing commercial motor vehicle safety and any rules promulgated there under. The department is hereby specifically authorized to adopt and effectuate, whether by rule, policy, or administrative custom or practice, any licensing sanction imposed by federal statutes or rules governing commercial motor vehicle safety.

(2) (a) The department shall promulgate such rules and regulations as are necessary for the implementation of this part 4. Such rules and regulations shall govern all aspects of licensing commercial drivers, including, but not limited to, testing procedures, license issuance procedures, out-of-service regulations, denial procedures, including suspensions, revocations, cancellations and denials, records maintenance, reporting requirements, and cooperation with the commercial driver's license information system.

FLORIDA

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Florida
2. **Contact agency:** Florida Highway Safety & Motor Vehicles
3. **Contact details:** Sandra C. Lambert, sandraLambert@flhsmv.gov, (850) 617-2600.
Interview with Mike McCaskill, Deputy Director of Driver Licenses, (850) 617-2688
4. **Date:** 1/27/2010 and 2/19/2010
5. **URL's used:** <http://www.flhsmv.gov/>
6. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input type="checkbox"/>	<input type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Legal presence	Not specified.
Date of Birth	(See Identification).
Legal Name	<ul style="list-style-type: none"> • Name Change <ul style="list-style-type: none"> ◦ <i>U.S. Citizens:</i> If you have legally changed your name by marriage or court order, you must submit the original or a certified copy of your marriage certificate or court order. No photocopies will be accepted unless certified by the issuing authority. For multiple name changes, you must show a document trail linking your current name to your chosen proof of identity. ◦ <i>Non US Citizens:</i> If you have legally changed your name by marriage or court order, you must have your name changed on your Citizen and Immigration Services (CIS) documents. ◦ <i>Canadian Citizens:</i> If you have legally changed your name by marriage or court order, you must have your name changed on your Canadian license, and/or passport before applying for a name change on your driver license or identification card.

Requirement	Acceptable Documentation
Residency	<ul style="list-style-type: none"> • Gather TWO of the following documents showing your residential address: (internet printouts or faxes of these documents are acceptable) <ul style="list-style-type: none"> ◦ Deed, mortgage, monthly mortgage statement, mortgage payment booklet or residential rental/lease agreement ◦ Florida Voter Registration Card ◦ Florida Vehicle Registration or Title ◦ Florida Boat Registration or Title (if living on a boat/houseboat) ◦ A statement from a parent, step-parent or legal guardian of an applicant. The parent or guardian must reside at the same residence address, accompany the applicant and present "Proof of Residence Address" Download a Certification of Address Form (PDF) ◦ A utility hook up or work order dated within 60 days of the application ◦ Automobile Payment Booklet ◦ Selective Service Card ◦ Medical or health card with address listed ◦ Current homeowner's insurance policy or bill ◦ Current automobile insurance policy or bill ◦ Educational institution transcript forms for the current school year ◦ Unexpired professional license issued by a government agency in the U.S. ◦ W-2 form or 1099 form ◦ Form DS2019, Certificate of Eligibility for Exchange Visitor (J-1) status ◦ A letter from a homeless shelter, transitional service provider, or a half-way house verifying that the customer resides at the shelter address ◦ Utility bills, not more than two months old ◦ Mail from financial institutions; including checking, savings, or investment account statements, not more than two months old ◦ Mail from Federal, State, County or City government agencies (including city and county agencies) ◦ Transients – Sexual Offender/Predator/Career Offender: - FDLE Registration form completed by local sheriff's department

Requirement	Acceptable Documentation
Identification	<ul style="list-style-type: none"> • Primary identification for U.S. Citizen <ul style="list-style-type: none"> ◦ Certified United States birth certificate, including territories and District of Columbia ◦ Valid United States Passport or Passport Card ◦ Consular Report of Birth Abroad ◦ Certificate of Naturalization, Form N-550 or Form N-570 ◦ Certificate of Citizenship, Form N-560 or Form N-561 • Primary identification for Non-U.S. Immigrant Non US Citizens must present proof of legal presence. <ul style="list-style-type: none"> ◦ Valid Alien Registration receipt card, (Green card, Form I-551) ◦ I-551 stamp in passport or on I-94 ◦ Immigration Judges Order, with the customer's A-number, granting asylum ◦ I-797, with the customer's A-number, stating the customer has been granted asylum ◦ I-797 or another form from the Bureau of Citizenship and Immigration Services, with the customer's A-number, stating the customer's application for Refugee status is approved • Primary identification for Non-U.S. Non-Immigrant <ul style="list-style-type: none"> ◦ Employment authorization card issued by the United States Department of Homeland Security (Form I688B or I-766); or ◦ Proof of nonimmigrant classification provided by United States Department of Homeland Security (Form I-94, not expired, with required supporting attachment(s). If in doubt regarding required documents, please bring all of your US BCIS documentation with you.). I-94s must be accompanied by a Passport. Certain classifications require additional documentation. Some examples are: F-1 and M-1 classification must also be accompanied by an I-20, I J-1 or J-2 designation must be accompanied by an DS2019, and Refugee, asylee and parolee classifications must be accompanied by additional documentation. ◦ I-571 Travel Document/Refugee Travel Permit or I-512 Parole Letter Accepted These documents will only be accepted with a supporting document, including but not limited to a Passport, Florida Driver License or Identification Card, Driver License from any other state, Employment Authorization Card, Employer Identification, Identification from home country, Identification from school or college, Social Security Card (Chapter 322, Florida Statutes, requires the Department to see proof of social security number for the

Requirement	Acceptable Documentation
Social Security Number	<ul style="list-style-type: none"> • Social Security card • W-2 form • Pay check • SSA-1099 • Any 1099 • If no Social Security Number, must present at least one proof of ID from the following list: <ul style="list-style-type: none"> ◦ A driver license from the District of Columbia, U.S. Territories, or one of our 50 states. ◦ School record stating date of birth, which must contain the registrar’s signature. ◦ Transcript of the birth record filed with a public officer charged with the duty of recording certificates. ◦ Baptism certificate, which shows date of birth and the place of baptism. ◦ Family Bible record or birth announcement in a baby book ◦ An insurance policy on the customer’s life which has been in force for at least two years and has the month, day and year of birth. ◦ United States military or military dependent identification card. ◦ An identification card from the District of Columbia, U.S. Territories, or one of our 50 states. ◦ Florida license record or identification card record. ◦ Florida Vehicle Registration certificate (HSMV 83399, owner’s copy) obtained from the tax collector’s office where the customer’s vehicle was registered, Florida, or out-of-state registration certificate, if name and date of birth are shown. ◦ Receipt copy of your last Florida driver license issuance. ◦ Immigration form I-571. ◦ Federal form DD-214 (military record). ◦ Marriage certificate. ◦ Court order, which includes legal name. ◦ Government issued out-of-country passport, driver license, or identification card

8. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You will leave with your DL/ID if all requirements are met.
Central Issuance	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Non-U.S. citizens applying for an original driver license will be issued a 30-day, no photo, paper temporary permit and a receipt. Non-U.S. citizens applying for an identification card will be issued a receipt. • All records are transmitted to our database in Tallahassee, where the information will be examined and run against FDLE, FBI and US BCIS databases. • Upon identity and legal status verification, a driver license or identification card will be issued within 30 days from Tallahassee, mailed to the address on the driver record. The license or identification card will be issued for the period of time specified on the US BCIS document, up to a maximum of one year. • If a problem is detected, a denial of issuance letter will be mailed to the customer.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Required
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	NA

Requirement	ID	DL	Details, including cycle or lead times
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	NA
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Original Class E \$48.00 Renewal Class E \$48.00 Replacement license \$25.00 Delinquent Fee \$15.00 Endorsements \$7.00 Knowledge retest \$10.00 Skill retest \$20.00 Identification Cards (Original, Renewal & Replacement) \$25.00
ID exchange	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Any immigrant holding a driver license or identification card who needs a renewal, or replacement driver license or identification card must apply in person at a driver license office at least one time after January 1, 2010, and re-present his/her identification documents, proof of social security number (if issued) and proof of residential address is required by Florida law for each driver license and identification card application. • Any non-immigrant holding a driver license or identification card who needs a renewal, or replacement driver license or identification card must apply in person at a driver license office and present identification, legal presence documents, proof of social security number (if issued) and proof of residential address. • If you do not have the required documents showing

Requirement	ID	DL	Details, including cycle or lead times
			legal presence, your driver license or identification card will be retained and a receipt issued. If you have an unexpired driver license, you will be issued a 30-day temporary permit. When you return with the required documentation, you will be processed for a renewal or replacement license and the expiration date will be changed to the expiration date on your US BCIS document, but not for a term greater than one year.
Vision test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Written test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

9. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Used to verify SSN.
SAVE (immigration documents)	NA
CDLIS (driving records)	Used.
Real-time database updates	NA
Batch processing	NA
DOC access or equipment	None
Other State to State Checking	Currently working with other states to create a system for sharing of ID/DL information across states. At this point, no check is done routinely to see if applicant has an ID/DL in another state. If they find you do, they will cancel your FL ID/DL.

10. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

Florida is one of the few states that is compliant with the new border crossing requirements and to have fully implemented all processes necessary to be compliant with Real ID. This allows individuals to use their FL ID's/DL's to board planes and identify them both in and out of the U.S. Florida has been on the forefront of this movement and has put in place the necessary processes to ensure the security and documentation requirements necessary to issue these ID's. Florida has been verifying legal presence since 2002. Florida issues only ID's and DL's that are fully compliant with the requirements of Real ID since January 2010.

Since prisoners do not typically have SSN (via SS card), birth certificates, or residences, we typically cannot provide them with an ID or DL prior to release. Halfway house addresses can be used to meet residency requirement. Florida does not require that you live in Florida. Applicants just need proof of residency somewhere.

All applicants must now meet new requirements. If an individual is less than 50 years old they have to renew in person by 2014. If they are over 50 years old they have to renew in person by 2017.

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Florida
2. **Contact Details:** Alan McManus, Assistant Bureau Chief DOC, (850) 410-4426
3. **Date:** 2/18/2010
4. **URL's used:**
5. **Process for establishing proof of identity**

Requirements	YES	NO
Legal presence	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>
SSN	<input type="checkbox"/>	<input type="checkbox"/>
State residency	<input type="checkbox"/>	<input type="checkbox"/>
Other [insert details]	<input type="checkbox"/>	<input type="checkbox"/>
Other [insert details]	<input type="checkbox"/>	<input type="checkbox"/>
Other [insert details]	<input type="checkbox"/>	<input type="checkbox"/>
Other [insert details]	<input type="checkbox"/>	<input type="checkbox"/>

6. Inmate release process details

Requirement	Details
How many inmates are there in your state?	<p>The 139 prison facilities within the Florida Department of Corrections are divided into major institutions, annexes, work camps, work release centers, and road prisons throughout the state. The major institutions incarcerate 85.2% of the state prison inmates. These facilities incarcerate only those inmates convicted and sentenced to more than a year.</p> <p>Inmates are classified into these different facilities based on the inmate's needs and the custody (security risk) of the inmate.</p> <p>Over 158,000 offenders are monitored and supervised by the 156 Probation & Parole Field Service offices in Florida. This includes offenders released from prison on parole, control release, conditional release, or conditional medical release and offenders placed on court ordered supervision including administrative probation, probation, drug offender probation, sex offender probation, community control, and community control with electronic monitoring. Correctional Probation Officers also supervise offenders placed on pre-trial intervention.</p>
What is the number of inmates released monthly and/or annually?	40,000 are released from state prisons annually. This does not include releases from county, federal, or city jails/prisons. Valid DL's or ID's that were taken at the point of incarceration are returned to inmate upon release.
What are the geographical locations of your prisons?	
How far in advance of release is inmate notified of release date?	The inmates start tracking this within a couple of months of their release. Release officers start working with inmates approximately 180 days prior to release.
How do inmates obtain necessary documents to apply for ID/DL	<p>There is a new process to get replacement SS cards. This new process is the result of an MOU with SSA.</p> <p>For birth certificates, most inmates seem to be able to</p>

Requirement	Details
	get one.
How do inmates make payments required for ID/DL?	If inmate has money in their account, they can use this money to pay for ID/DL. However, in Florida to be eligible for the \$100 gratuity upon release, inmate must be indigent (have no money), so most inmates will make sure they have no money in their accounts prior to release.
Do you have any pre-release education/training for inmates? If so, please describe	Yes, but done informally. Staff work to help inmates get replacement SS cards, birth certificates, and to help inmates understand requirements related to residency.
How do inmates obtain the necessary documents to apply for ID/DL	Work with staff.
What processes exist for storing documents for inmates?	Stored and given back upon release
How do inmates make payments required for ID/DL?	Can use their own accounts for certain types of expenses, including ID/DL.
How is identity of a new inmate confirmed?	They use finger prints and FDLI. This includes a cross check of SSN. We do a good job of this at DOCU and of cross-checking.
How is identity of released inmate confirmed?	
What is the volume of inmates seeking ID's and/or DL's prior to release?	Not known
Are there different populations for inmates in terms of how readily available documentation and/or payment is? If so what are the percentages?	Yes. For many getting documents is not a problem; but there are issues getting payment and/or establishing documents to prove residency.

7. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

Have invested much more in re-entry activities and getting DOC staff to be more pro-active with inmates about addressing issues, such as helping the inmate population with obtaining ID/DL's.

One document was created approximately three years ago (not written by the Bureau of Corrections) to communicate the process to the legislature. The document does describe a pilot project conducted 3 – 4 years ago where mobile units were used. They learned a lot from this pilot, but it was extremely small scale.

The Real ID act and funding have made this desire to have ID's/DL's to inmates prior to release much more difficult. The cost to get a DL/ID has doubled. Found that 70 – 80% of inmates already had information in the Florida database. For a while they just needed to bring their SSN and birth certificate to DOL. Outstanding tickets and fees do complicate the process for some released inmates.

DOL has stated that because of Real ID they can no longer accept the 60-day voucher letter that was once accepted or the release ID that is provided by DOC. Per DOL these documents do not meet the Real ID requirements. The challenge for most inmates is provided two documents with proof of some residency.

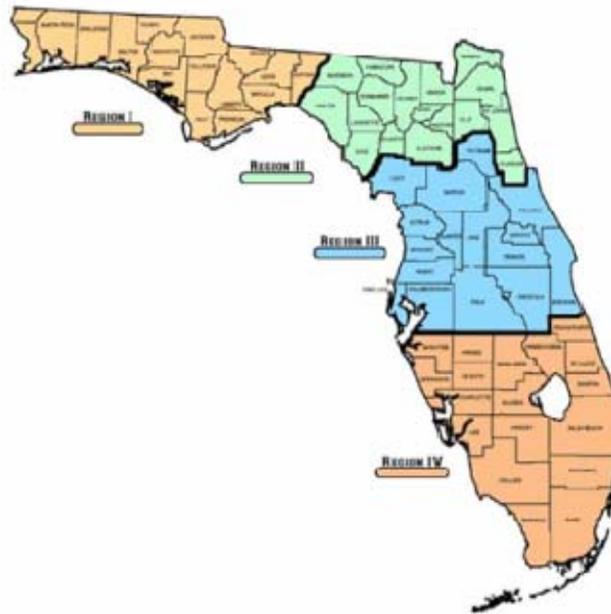
One issue is who is able to help pay for any program that might be implemented. DOC is trying to get an inmate trust fund re-established to help with re-entry issues, including getting a ID/DL, but it is unlikely, given the economy, that this will be approved/funded by the state legislature.

There is currently a work release program for a small number of inmates (30 work release centers in the state). DOL and DOC recently worked out a process where these individuals can use the work release center address, along with a letter from the work release center to replace the required two forms of documentation of permanent residency. There is one form that has been approved and is used by all work release centers. This impacts only about 3,000 inmates. The form is currently used in hard copy format.

PRISON FACILITIES MAP



Florida Department of Corrections Prison Facility Regional Map



Florida Counties			
County	Region	County	Region
Alachua	Region II	Lake	Region III
Baker	Region II	Lee	Region IV

Bay	Region I	Leon	Region I
Bradford	Region II	Levy	Region III
Brevard	Region III	Liberty	Region I
Broward	Region IV	Madison	Region II
Calhoun	Region I	Manatee	Region IV
Charlotte	Region IV	Marion	Region III
Citrus	Region III	Martin	Region IV
Clay	Region II	Monroe	Region IV
Collier	Region IV	Nassau	Region II
Columbia	Region II	Okaloosa	Region I
Dixie	Region II	Okeechobee	Region IV
Dade	Region IV	Orange	Region III
DeSoto	Region IV	Osceola	Region III
Duval	Region II	Palm Beach	Region IV
Escambia	Region I	Pasco	Region III
Flagler	Region II	Pinellas	Region III
Franklin	Region I	Polk	Region III
Gadsden	Region I	Putnam	Region III
Gilchrist	Region II	Santa Rosa	Region I
Glades	Region IV	Sarasota	Region IV
Gulf	Region I	Seminole	Region III
Hamilton	Region II	St. Johns	Region II
Hardee	Region IV	St. Lucie	Region IV
Hendry	Region IV	Sumter	Region III
Hernando	Region III	Suwannee	Region II
Highlands	Region IV	Taylor	Region II
Hillsborough	Region III	Union	Region II
Holmes	Region I	Volusia	Region III
Indian River	Region IV	Wakulla	Region I
Jackson	Region I	Walton	Region I
Jefferson	Region I	Washington	Region I
Lafayette	Region II		

INDIANA

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Indiana
2. **Contact Agency:** Indiana Bureau of Motor Vehicles
3. **Contact details:** Michele Lyda, mlyda@bmv.in.gov, (317) 232-8396
4. **Date:** 1/24/2010
5. **URL's used:** <http://www.in.gov/bmv/>
6. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth (as part of Identity)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name (as part of Identity)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identity (after January 1, 2010) – Proves legal name and DOB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change of Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Number (after January 1, 2010)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Legal presence	<ul style="list-style-type: none"> • United States (U.S.) birth certificate. The birth certificate must be certified. • U.S. passport or passport card. The passport cannot be expired. • Foreign passport accompanied by U.S. visa and approved I-94 form. The passport and accompanying documents cannot be expired. • Consular Report of Birth Abroad issued by U.S. State Department. <p>OTHER ACCEPTABLE DOCUMENTS:</p> <ul style="list-style-type: none"> • Amended birth certificate showing a change of legal name, date of birth, or gender. The amended birth certificate must be certified and filed with a state office of vital statistics in your state of birth. • Certificate of Naturalization issued by DHS. • Certificate of Citizenship issued by DHS. • Permanent Resident Card issued by DHS or U.S. Immigration And Naturalization Service (INS). The Permanent Resident Card cannot be expired • Employment Authorization Document issued by DHS. The Employment Authorization Document cannot be expired. • Other documents issued by a U.S. federal agency to show identity and lawful status. The BMV must be able to verify that the document's identification is accurate. • Notice of Action document or other documents pertaining to your Notice of Action issued by a U.S. federal agency to show lawful status. • Proof of application for asylum in the United States.
Date of Birth	<i>See Identity requirements</i>
Legal Name	<i>See Identity requirements</i>

Requirement	Acceptable Documentation
State residency	<ul style="list-style-type: none"> • Computer-generated bill from a utility company, credit card company, doctor, or hospital, issued within 60 days of the application date and containing your name and address of residence. • Bank statement or bank transaction receipt dated within 60 days of the application date and containing your name and address of residence. • Pre-printed pay stub dated within 60 days of the application date and containing your name and address of residence. • Medicaid or Medicare benefit statement dated within 60 days of the application date and containing your name and address of residence. <p>OTHER ACCEPTABLE DOCUMENTS:</p> <ul style="list-style-type: none"> • W-2 form, property or excise tax bill, or Social Security Administration or other pension or retirement annual benefits summary statement showing your name and address of residence. The form, bill, or statement must be dated within the current or immediately prior year. • Current valid homeowner’s, renter’s, or motor vehicle insurance policy showing your name and address of residence. Policy must be dated within one year of the application date. • Current motor vehicle loan payment book for a motor vehicle registered in your name, and showing your name and address of residence. • Residential mortgage or similar loan contract, lease, or rental contract showing your name, address of residence, and signatures from all parties needed to execute the agreement. The agreement must be dated within 12 months of the date of application. • Child support check stub issued by the Indiana Family And Social Services Administration showing your name and address of residence. Check stub must be dated within 60 days of the application date. • First-class mail from federal or state court or agency showing your name and address of residence. Mail must be dated within 60 days of the application date. • Indiana voter registration card. • Change-of-address confirmation from the United States Postal Service showing your prior and current address (Form CNL107). • Survey of your Indiana property issued by a licensed surveyor and showing your name and address of residence. • Valid Indiana handgun permit showing your name, signature, address of residence, and date of birth. <p>If you cannot provide two documents proving your Indiana residency you may submit an Indiana Residency Affidavit</p>

Requirement	Acceptable Documentation
Identity	<ul style="list-style-type: none"> • United States (U.S.) birth certificate. The birth certificate must be certified. • U.S. passport or passport card. The passport cannot be expired. • Foreign passport accompanied by U.S. visa and approved I-94 form. The passport and accompanying documents cannot be expired. • Consular Report of Birth Abroad issued by U.S. State Department. <p>OTHER ACCEPTABLE DOCUMENTS:</p> <ul style="list-style-type: none"> • Amended birth certificate showing a change of legal name, date of birth, or gender. The amended birth certificate must be certified and filed with a state office of vital statistics in your state of birth. • Certificate of Naturalization issued by DHS. • Certificate of Citizenship issued by DHS. • Permanent Resident Card issued by DHS or U.S. Immigration And Naturalization Service (INS). The Permanent Resident Card cannot be expired • Employment Authorization Document issued by DHS. The Employment Authorization Document cannot be expired. • Other documents issued by a U.S. federal agency to show identity and lawful status. The BMV must be able to verify that the document's identification is accurate.
Change of Name	<ul style="list-style-type: none"> • Marriage license. • Divorce decree. • Court order approving a change of legal name or date of birth. • Amended birth certificate showing a change of gender. The amended birth certificate must be certified. • Physician's signed and dated statement that "(your name) successfully underwent all treatment necessary to permanently change (your name)'s gender from (previous gender) to (new gender)."
Social Security Number	<ul style="list-style-type: none"> • Social Security card. • W-2 form. • 1099 form. • Pre-printed pay stub showing your name, your employer's name, and your Social Security number.

8. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DL/ID card takes 10 business days after processing. DL is valid for: <ul style="list-style-type: none"> - 6 yrs if age < 75 yrs. - 3 yrs if $75 \leq \text{age} \leq 85$ yrs. - 2 yrs if age > 85 yrs. ID cards last 6 years. An IN resident cannot hold a DL and ID card at the same time.
Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not mentioned specifically, but <i>SecureID</i> process implies that it is done
Biometric checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not mentioned specifically, but <i>SecureID</i> process implies that it is done
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Learner's permit		<input checked="" type="checkbox"/>	Required for new drivers
DL exchange		<input checked="" type="checkbox"/>	Needs to submit DL from another jurisdiction in exchange for an IN DL
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test		<input checked="" type="checkbox"/>	
Written test		<input checked="" type="checkbox"/>	
Driving test		<input checked="" type="checkbox"/>	

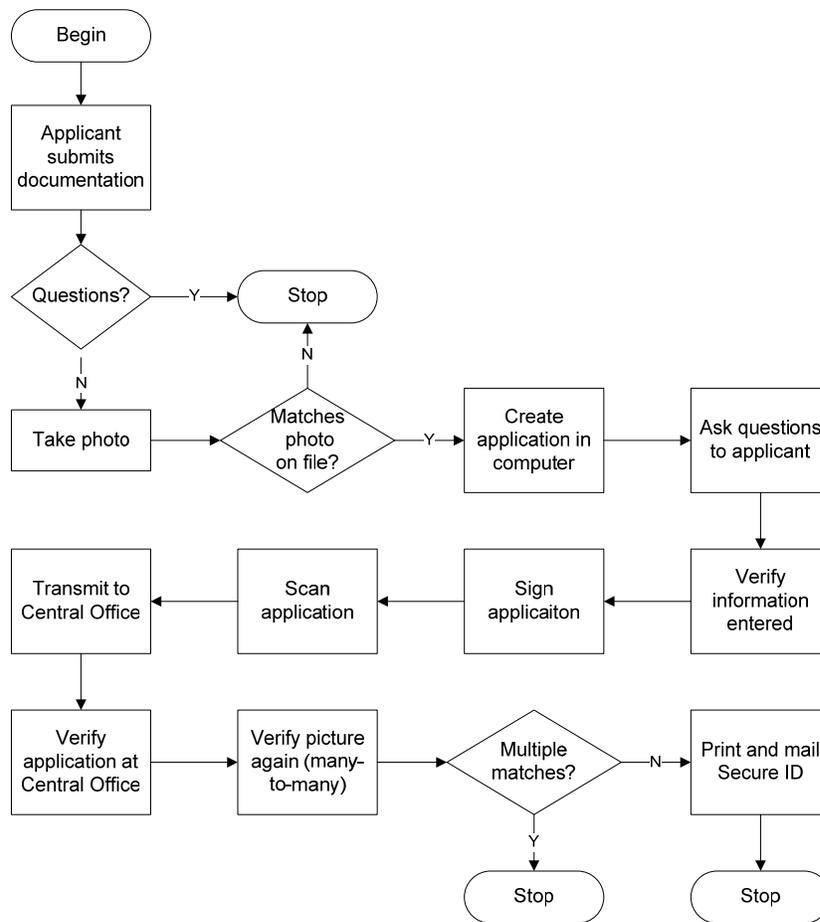
9. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Perform check
SAVE (immigration documents)	Perform check

PDPS, CDLIS (driving records)	Perform check
Real-time face recognition	Performed before application

10. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

- Current residents of the State of Indiana that have a current license (i.e., state has a file and a photo) can request to receive a non-secure ID.
- People in Indiana opposed the Secure ID program. In response to this, the Governor decided to create an option for non-Secure ID.
- The mobile unit in Indiana has the following equipment:
 - Two computers (linked to the central office in real time)
 - Camera
 - Printer (for applications)
 - Scanner (to scan applications). Scanned applications are stored in the computers and not sent to central office in real time.
- Indiana’s Secure ID application process flowchart is shown below.



INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** David Burch, Director of Re-Entry Programs, Indiana Department of Corrections
2. **Contact Details:** DBurch@idoc.IN.gov, (317) 771-4528
3. **Date:** 2/23/2010
4. **URL's used:** N/A
5. **Process for establishing proof of identity**

Requirements	YES	NO
Date of Birth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SSN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Inmate release process details

Requirement	Details
How far in advance of release is inmate notified of release date?	Inmates know release data on admission Length of sentence can be reduced if inmate advances education.
How do inmates obtain necessary documents to apply for ID/DL	<p>Main documents needed by inmates for acquiring State ID are a <i>birth certificate</i> and a <i>social security card</i>. Contact mentioned that when inmates are arrested, the documents seized by the authorities do not always make it to the state correctional facility.</p> <p>Birth Certificate (BC) details. Indiana DOC has an MOU with the Health Department since 2005 to facilitate the request and issuance of BC. Indian DOC request BC for inmates within 90 days of admission.</p> <p>Social Security Card (SSC) details. Indiana DOC had an agreement with the social security administration in 2005-2006 that was cancelled. They are currently working on re-establishing the MOU. SSC are requested by inmates 6 months prior to release and can take anywhere from 60 to 90 days to arrive.</p>

Requirement	Details
How do inmates make payments required for ID/DL?	Inmates have to pay for BC (costs \$10). The inmate's recreational funds are used to pay this fee. State ID is free.
Volume of inmates seeking ID prior to release	1,900 State IDs were processed between June and October of 2009 (Indiana releases approximately 19,000 inmates per year).

7. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

- Indiana only issues State ID cards to inmates.
- Up to June 2009, Indiana ran DMV equipment at three (3) correctional facilities to process State ID cards for inmates prior to release.
 - Equipment was operated by DOC personnel.
 - Approximately 300 State IDs were issued to inmates from 2005 to 2009.
- Mobile unit has been in use since June of 2009.
 - Serves only state correctional facilities (Indiana has 22 state correctional facilities). Eight facilities were visited in 2009.
 - Work release facilities are not served by this program.
 - Facilities are given 60-90 days to prepare prior to the visit from the mobile unit.
 - A form is filled by the facility.
 - DOC is not involved in the process of processing applications.
 - Have processed 1,900 State ID cards between June and October of 2009.
 - Mobile unit shuts down in the winter months.
- Inmates are allowed to use a prison address on their State ID card but are encouraged to replace it for one that displays their home address upon release.
 - They can use their home address, if they have one.

Risks and Challenges

- Proving identity of inmate for both SSA and Health Department
- Serving inmates sooner than later
 - Benefits all parties involved, especially inmates when they get out.
- Funding to operate mobile unit
 - 2010 → Equipment purchased by DOC was given to DMV, which allowed the mobile unit to operate one more year.
 - 2011 → Uncertain where the funding is going to come from.

MOBILE UNIT INFORMATION

- 1) What type of vehicle is the mobile unit (e.g., small bus, minivan, etc.)?
The mobile unit is a pull behind trailer, as shown in Figure 1.



Figure B-1: Indiana's BMV Mobile Unit

- 2) What type of equipment is currently installed in the mobile unit? If you could list the hardware as well as any type of connection options used (e.g., DSL, satellite link, etc.), that'd be great.
The Unit has the same hardware that you would find at a local BMV Branch with the addition of the satellite connection.
- 3) How many units are currently in operation? Are they all the same type of vehicle and carry the same equipment?
There is only one BMV Unit in operation.
- 4) How many people staff the mobile unit? Does this number vary depending on the size of the correctional facility visited?
There are normally four (4) BMV staff members operating the mobile unit (i.e., three that operate the computers and the Branch Manager). The three staff members are normally brought in from a local BMV site in the area of the prison that we are operating at for the two days.
- 5) Did people operating the mobile unit need special training?
They do not need any special training for the staff on the unit, considering it is the same as a local branch.
- 6) Is the mobile unit used exclusively to support the issuance of ID cards to inmates or is it also used for some other purpose? We learned that Florida (they used mobile units used) also used their units to process IDs for citizens after a natural disaster (e.g., hurricane).
The Mobile Unit when used at prisons is solely for the issuance of State ID cards. The Unit has the capacity to do other things like: Titles, registrations, Drivers License, etc...
- 7) Finally, ODOT DMV is interested in obtaining an estimate of cost for the mobile unit. Are you familiar with this information? If you're not, could you recommend somebody I could call to get it?
The cost for the unit is something I am not familiar with. I have forwarded that question to BMV for a response and will keep you posted. I did hear that it was under \$200k to have the unit converted.
- 8) How many inmates are served at each location?
We serve on average about 110 inmates per day with the Mobile Unit. This is done in a 7.5 hour day.
- 9) Is minimum number of applications required before you go?

We do not set a minimum # on those to be served at this time. We have had plenty of inmates ready to go.

- 10) Where do you house the mobile unit at night? Is there an additional cost involved? Security issues?

The Unit is housed inside the secure fence at the facilities we are serving. There are also times, at a level one, where we keep the unit in the parking lot over night.

- 11) Are there any other important vehicle-related considerations (personnel to drive, maintenance, poor weather conditions, etc.)?

There are no vehicle related concerns.

- 12) Who paid for start-up costs?

The start up costs for the unit were paid by the BMV back in 2006.

- 13) Are applications pre-screened before the mobile unit goes to a correctional facility?

All applicants are pre-screened by IDOC staff prior to the unit making the visit.

- 14) How many years have you had the program in place?

This is now the second year of our partnership with BMV. Last year we provided 1,971 ID's in 19 days to releasing inmates.

- 15) They also wanted more information about whether or not you are stopping the program. If you are stopping it, they wanted to know why.

We don't see this program stopping in the near future. The only issue that may come up is the \$'s to operate the unit and the staff time by BMV.

MEMORANDUM OF UNDERSTANDING BETWEEN DOC AND BMV

MEMORANDUM OF UNDERSTANDING BETWEEN THE INDIANA DEPARTMENT OF CORRECTION AND THE INDIANA BUREAU OF MOTOR VEHICLES

This Memorandum of Understanding ("MOU") is made by and between the Indiana Bureau of Motor Vehicles Commission (the "BMVC") and the Indiana Department of Correction (the "DOC") and is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the DOC and the BMVC agree to the following:

I. Purpose and Background.

A. This MOU sets forth the rights and responsibilities for the DOC to provide certain image capture stations to the BMV and also for the BMVC to provide identification cards and driver's licenses to state of Indiana correctional facility residents utilizing the BMVC's mobile license branch unit (the "Mobile Unit").

B. The BMVC is a body corporate and politic created pursuant to Indiana Code ("I.C.") section 9-15-1-1.

C. The DOC is a state agency created pursuant to I.C. section 11-8-2-1. The DOC operates the state of Indiana correctional facilities and programs.

D. The BMVC is responsible for driver's license and identification card issuance within the State of Indiana pursuant to the requirements as set forth in I.C. article 9-24.

E. This MOU supersedes and replaces any other prior or existing memoranda of understanding and agreement, written or otherwise, between the BMVC and DOC for the purpose of providing driver's license equipment and the usage of the Mobile Unit to provide driver's licenses and identification cards to correctional facility residents.

II. Consideration. An exchange of goods, three image capture stations and associated equipment, for services, the processing and issuance of identification cards and driver's licenses for incarcerated individuals at specified DOC facilities.

III. Term. This MOU shall commence on the date of the last signature hereto (the "Commencement Date") and end on December 31, 2010 (the "Termination Date").

IV. Termination.

A. The BMVC or DOC may terminate this MOU at any time and for any reason by delivering a Termination Notice to the other party at least thirty (30) days prior to the termination's effective date, specifying the extent to which performance of services under such termination becomes effective. Any changes to Federal or State of Indiana laws or regulations that affect either party's ability to perform pursuant to this MOU's terms and conditions may result in immediate termination of all or part of either party's obligations. If immediate termination occurs, the terminating party will deliver a Termination Notice to the other party as

soon as possible specifying the extent to which performance of services under such immediate termination is effective.

B. Should any disputes arise with respect to this MOU, the parties agree to act immediately to resolve any such disputes. Time is of the essence in the resolution of disputes. If resolution is not reached, the parties shall consider whether termination of the MOU is appropriate.

C. The BMVC and DOC may mutually agree to renew this MOU for the same terms and conditions as are delineated in this MOU. However, each renewal period may not be longer than two (2) years.

D. If the Director of the State Budget Agency (the "**Budget Director**") makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this MOU, the MOU shall be cancelled. A determination by the Budget Director that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

E. If either party has failed to comply with the terms of this MOU, either party may, upon fifteen (15) days written notice to the other, terminate this MOU. The notice of termination shall state the reason(s) for the termination and the effective date.

V Duties and Responsibilities.

A. The BMVC's duties and responsibilities are as follows:

1. Provide the DOC the use of the Mobile Unit during this MOU's term for the purpose of processing driver's licenses and identification cards for the DOC's correctional facility residents at the DOC's facilities throughout the state of Indiana.

2. The BMVC shall appropriately staff the Mobile Unit and provide the proper equipment and materials in order to process the driver's licenses and identification card applications of the DOC's correctional facility residents.

3. The BMVC shall coordinate and schedule the location and usage of the Mobile Unit with the DOC. The BMVC shall not charge the DOC for the usage of the Mobile Unit.

B. The DOC's duties and responsibilities are as follows:

1. The DOC shall coordinate and schedule the location and usage of the Mobile Unit with the BMVC.

2. The DOC shall deliver to and make available to the BMVC at the DOC's offices at 302 W. Washington Street, Indianapolis, Indiana, by December 15, 2009, three (3) image capture stations and the associated equipment for full operation of the stations (the "Stations and Equipment"). Pursuant to terms of this MOU, the DOC shall not charge the BMVC for the use of the Stations and Equipment. The BMVC shall maintain the Stations and Equipment, and its use and operation of the Stations and Equipment shall be at the BMVC's sole discretion.

VI. General Terms.

A. This MOU may be modified upon the initiative of either DOC or the BMVC. Such modifications must be in writing, by mutual agreement, signed by authorized representatives of the parties to this MOU, and executed with the same formalities as the original MOU.

B. The parties shall not assume any of the other party's liabilities and obligations arising out of or in connection with the performance of this MOU.

C. No right conferred on either party under this MOU shall be deemed waived and no breach of this MOU excused, unless such waiver or excuse shall be in writing and signed by the party claimed to have waived such right.

D. Whenever any notice, statement, or other communication shall be sent to the BMVC or to the DOC pertaining to this MOU, it shall be sent to the following addresses, unless otherwise advised:

Notice to the DOC:
David Burch, Director of Case Management
302 W. Washington St., Rm. E334
Indianapolis, IN 46204
P: (317) 233-4760
F: (317) 232-6798
E: DBurch@doc.IN.gov

Notice to the BMVC:
Libby Manship, Deputy Commissioner
100 N. Senate Ave., Rm. N440
Indianapolis, IN 46204
P: (317) 232-1978
F: (317) 233-3135
E: lmanship@bmv.in.gov

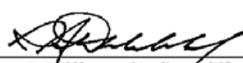
In Witness Whereof, the BMVC and the DOC, through their duly authorized representatives, enter into this MOU. The parties having read and understood the foregoing terms of this MOU do by their respective signatures dated below hereby agree to the terms thereof. The signatory for each of the parties represents that he/she is duly authorized to execute this MOU on behalf of their respective party represented and has obtained all necessary or applicable approvals to make this MOU fully binding upon the party when his/her signature is affixed.

Indiana Department of Correction

By: 
Edwin G. Buss
Commissioner

Date: 1-4-10

**Indiana Bureau of Motor Vehicles
Commission**

By: 
Andrew J. Miller or R. Scott Waddell
Commissioner/Deputy Commissioner

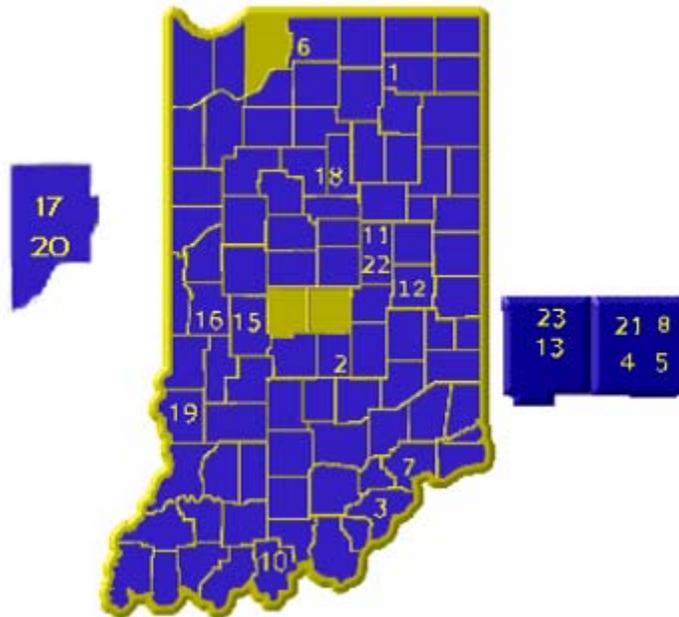
Date: 1-8-10

State Budget Agency

By: _____ (for)
Christopher A. Ruhl
Director

Date: _____

PRISON FACILITIES MAP



Minimum

(Level 1)

- [1\) Chain O'Lakes Correctional Facility](#)
- [2\) Edinburgh Correctional Facility](#)
- [3\) Henryville Correctional Facility](#)
- [4\) Indianapolis Men's Community Re-Entry](#)
- [5\) Indianapolis Women's Community Re-Entry](#)
- [6\) South Bend Community Re-Entry](#)
- [7\) Madison Correctional Facility \(Women\)](#)

Low Medium (Level 2)

- [10\) Branchville Correctional Facility](#)
- [11\) Correctional Industrial Facility](#)
- [12\) New Castle Correctional Facility](#)
- [13\) Plainfield Correctional Facility](#)
- [15\) Putnamville Correctional Facility](#)
- [16\) Rockville Correctional Facility \(Women\)](#)
- [17\) Westville Correctional Facility](#)

High Medium (Level 3)

- [18\) Miami Correctional Facility](#)
- [19\) Wabash Valley Correctional Facility](#)

Maximum

(Level 4)

- [20\) Indiana State Prison](#)
- [21\) Indiana Women's Prison](#)
- [22\) Pendleton Correctional Facility](#)

Intake Facilities

- [16\) Rockville Correctional Facility \(Women\)](#)
- [23\) Reception Diagnostic Center \(Men\)](#)

Intake facilities are designated to receive newly committed adult offenders. During the intake process each offender is evaluated through interviews, reports and diagnostic tests. This evaluation forms the basis of the offenders' facility and program assignment.

MARYLAND

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. State Name: Maryland

2. Documentation requirements for obtaining ID and DL

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Legal presence	<p>Source Documents for Lawful Status **</p> <p>If the identity document does not also satisfy proof of lawful presence, the applicant must present another document issued by the United States Department of Homeland Security or other federal agencies demonstrating lawful status and determined to be acceptable by the Administration.</p> <p>**Individuals who have an expired visa may present another Department of Homeland Security (DHS) verifiable document in addition to the other required source documents.</p>
Date of Birth	<p>Source Documents for Age and Identity</p> <ul style="list-style-type: none"> • Original or certified copy of a birth certificate (birth registration notices are NOT acceptable) filed with a State Office of Vital Statistics (OVS) or equivalent agency in the applicant’s state of birth (U.S. or territorial)*; or NOTE: Puerto Rican Birth Certificates issued PRIOR to July 1, 2010 are NOT ACCEPTABLE due to a recent Puerto Rican Law invalidating them. • Valid, unexpired U.S. passport*; or • Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State (DOS), Form FS-240, DS-1350 or FS-545*; or • Valid, unexpired Permanent Resident Card, Form I-551, issued by the U.S. DHS*; or • Certificate of Naturalization, form N-550 or N-570 issued by the

Requirement	Acceptable Documentation
	<p>U.S. DHS*; or</p> <ul style="list-style-type: none"> • Certificate of Citizenship, Form N-560 or N-561 issued by the U.S. DHS*; or • Unexpired employment authorization documents (EAD), Form I-776 or I-688B issued by the U.S. DHS*; or • Unexpired foreign passport with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant’s most recent admittance into the U.S.*; or • Unexpired employment authorization documents (EAD)*; or • Any other documents designated acceptable by U.S. Department of Homeland Security and acceptable by the Administration. <p>*Also satisfies lawful presence requirements.</p>
Legal Name	
State residency	<p>Source Documents for Maryland Residency</p> <p>To establish residency, an applicant for a learner’s permit, license, moped operator’s permit or identification card, must present at least two of the following source documents. The documents may not be from the same business, company or agency. The address on the applicant’s Maryland residency sources must match the address on the application. A post office box may be used only in conjunction with a resident’s address if it is in the same zip code area. The use of a private mail drop is not permitted.</p> <ul style="list-style-type: none"> • Maryland vehicle registration card or title; • Utility, telephone or cable/satellite TV bill; • Checking or savings account statement; • Life insurance card or policy (over 3 years old); • Property tax bill or receipt; • Mortgage account or proof of home ownership; • Residential rental contract (apartment lease or other rental of real property); • First class mail from a federal, state or local government agency (to include the contents and envelope); MVA mail is not acceptable; • Copy of federal or MD income tax return filing not more than 18 months old, with proof of filing; • Installment contract from a bank or other financial institution;

Requirement	Acceptable Documentation
	<ul style="list-style-type: none"> • Sales tax or business license; • Major credit card bill; • Residential service contract (refers to services performed at the address of residence; for example, cable or satellite television, TV repairs, lawn service or exterminator contract); • Cancelled check with imprinted name and address; • Voter registration card; • Selective Service Card. <p>NOTE: The following is applicable if the applicant is:</p> <ul style="list-style-type: none"> • A dependent, the MVA may accept a certified statement of residency from the parent or guardian, signed in the presence of a MVA official. (Satisfactory proof of identity, Maryland residency, and relationship of the parent or guardian to the applicant is required.); or • A married person, the MVA may accept a certified statement of residency from the applicant’s spouse, signed in the presence of a MVA official. (Satisfactory proof of identity, Maryland residency, and marital relationship is required.); or • An inmate or former inmate, the MVA may accept, an Order of parole, Order of Mandatory release, or an address certification issued by the Administration and signed and dated by DPSC official, dated within 60 days of release; or • Homeless or a resident of a nursing home, the MVA will accept certification from nursing homes and homeless service providers under certain conditions for proof of residence.
Other SSN	<p>Documentation of a valid, verifiable SSN or proof of ineligibility</p> <ul style="list-style-type: none"> • Original Social Security (SS) Card; or • W-2 form, not more than 18 months old; or • SSA-1099 form, not more than 18 months old; or • Non-SSA-1099 form, not more than 18 months old; or • Pay stub bearing the applicant’s name and SSN, not more than 3 months old; or • Documentation demonstrating non-work authorized status; or • Other proof of ineligibility for an SSN acceptable by the Administration. <p>(For information on how to apply for a social security number, please visit http://www.socialsecurity.gov/ssnumber/).</p>

4. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	NA
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maryland Identification Cards are mailed to Maryland address of record.

Requirement	ID	DL	Details, including cycle or lead times														
Photograph	<input type="checkbox"/>	<input type="checkbox"/>															
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>															
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>															
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<table> <tr> <td>Driver's License Renewal</td> <td>\$30.00</td> </tr> <tr> <td>Driver's License Duplicate</td> <td>\$20.00</td> </tr> <tr> <td>Driver's License Corrected (w/o renewal - under 21)</td> <td>\$20.00</td> </tr> <tr> <td>Driver's License Corrected (w/ renewal - over 21)</td> <td>\$30.00</td> </tr> <tr> <td>Driver's License (new resident)</td> <td>\$45.00</td> </tr> <tr> <td>Photo ID Card – New</td> <td>\$15.00</td> </tr> <tr> <td>Photo ID Card - Duplicate/Correction</td> <td>\$20.00</td> </tr> </table>	Driver's License Renewal	\$30.00	Driver's License Duplicate	\$20.00	Driver's License Corrected (w/o renewal - under 21)	\$20.00	Driver's License Corrected (w/ renewal - over 21)	\$30.00	Driver's License (new resident)	\$45.00	Photo ID Card – New	\$15.00	Photo ID Card - Duplicate/Correction	\$20.00
Driver's License Renewal	\$30.00																
Driver's License Duplicate	\$20.00																
Driver's License Corrected (w/o renewal - under 21)	\$20.00																
Driver's License Corrected (w/ renewal - over 21)	\$30.00																
Driver's License (new resident)	\$45.00																
Photo ID Card – New	\$15.00																
Photo ID Card - Duplicate/Correction	\$20.00																
ID exchange	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>New Maryland residents must obtain a Maryland Driver's License within 60 days.</p> <ul style="list-style-type: none"> You must pass a vision test. An Out-of-State license must be a valid license or a license expired for less than one year. The license cannot be suspended. If licensed for less than 18 months, you will be issued a Maryland Provisional 														

Requirement	ID	DL	Details, including cycle or lead times
			<p>License.</p> <ul style="list-style-type: none"> If you are exchanging an Out-of-State license that has been expired for one year, you are required to take the knowledge and skills tests in addition to the vision test.
Vision test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>All Maryland driver's license applicants and renewals must meet certain requirements. If you are 40 or over and are eligible to renew your license by mail, you must have your vision specialist fill out and sign the form that is mailed to you with your renewal. Those who visit an MVA office to renew must pass a vision screening test in order to receive a license. Vision screening may be performed by the MVA, or your vision specialist can do it for you.</p> <p>To qualify for an unrestricted driver's license, the State of Maryland requires drivers to have:</p> <ul style="list-style-type: none"> Binocular vision Visual acuity (Snellen) of at least 20/40 in each eye A continuous field of vision of at least 140 degrees
Written test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Required.
Driving test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Required.

5. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

SB 186

Department of Legislative Services

Maryland General Assembly

2009 Session

FISCAL AND POLICY NOTE

Senate Bill 186 (Senator Pugh, *et al.*)

Judicial Proceedings Judiciary

Correctional Facilities - Released Inmates - Identification Cards

This bill requires the Commissioner of Correction to issue an identification card to an inmate before being released from confinement in a State correctional facility. The identification card must comply with the requirements for secondary identification for the purpose of an identification card issued by the Motor Vehicle Administration (MVA).

Fiscal Summary

State Effect: None. This bill codifies current practice, including a pilot program operating under a Memorandum of Understanding between the Division of Correction (DOC) and MVA.

Local Effect: None.

Small Business Effect: None.

Analysis

Current Law: On application, MVA must issue an identification card to any individual who:

- is a State resident;
- does not have a driver's license;
- presents a birth certificate or other proof of age and identity acceptable to MVA; and
- presents a completed application for an identification card on a form furnished by MVA.

An MVA issued ID card costs \$15 (good for five years) if the applicant is over 16 years old, and \$5 if under 16 (good for two years). A fee is not required if the applicant for the card:

- is 65 years old or older;
- is legally blind;
- has permanently lost the use of a leg or an arm;
- is permanently disabled so severely that the applicant cannot move without the aid of crutches or a wheelchair; or
- has a physical or mental impairment that substantially limits a "major life activity" as defined in the federal Americans with Disabilities Act.

Under provisions of the Correctional Services Article, the term "inmate" means an individual who is actually or constructively detained or confined in a correctional facility. Annually, DOC releases approximately 15,000 inmates statewide from incarceration.

Background: In a November 24, 2008 *Joint Chairmen's Report on the Provisions of Re-Entry Services to Inmates*, the Department of Public Safety and Correctional Services (DPSCS) advised that an important component of inmate release planning is DOC's role in facilitating and expediting the provision of personal identification documents prior to release. To this end, DOC has begun inter- and intra-agency planning and collaboration on this issue.

Under the federal REAL ID Act of 2005, MVA's ID requirements make it necessary for the person to have multiple primary and/or secondary documentation which helps in deterring the issuance of fraudulent ID cards. MVA will issue a photographic identification card for inmate's nearing a release date upon confirmation of the applicant's identity via: (1) two "primary" sources of identification (*e.g.*, birth certificate and Social Security card), or one primary plus two "secondary" sources of identification; and (2) two "proofs" of Maryland residence, plus payment of a \$15 to 20 fee. MVA has already enacted COMAR regulations to this effect. DOC has upgraded its technology for providing inmates with identification cards that are acceptable to MVA as a secondary source of identification for the MVA ID card, thus creating an additional option for inmates.

DOC has maintained individual memoranda of understanding (MOU) with MVA, the Division of Vital Records (DVR), and the Social Security Administration (SSA) detailing the processes relating to inmates obtaining identification documents while still incarcerated. The MOU permit DOC case managers, after consulting with an inmate, to submit the necessary applications to an appropriate outside government agency. Three new agreements with these agencies, presently in different stages of review and implementation, will permit DOC to consolidate these applications into batch orders, thereby improving the division's capacity to track applications and receive identification documents from SSA, DVR, and MVA.

DOC has newly assigned a coordinator at each State correctional facility to manage all personal ID document applications. The coordinator meets with groups of inmates prior to their projected release date to assist in the completion of document applications. The process will be standardized for all correctional facilities, thus enhancing the consistency and efficiency of completing applications, which should result in more inmates obtaining documentation than in previous years.

In addition to its general assistance to inmates in obtaining the primary documents for an MVA identification card, DOC and MVA have entered into a MOU to provide a mobile MVA service vehicle to visit the Brockbridge Correctional Facility (BCF). BCF serves as the central point for inmate release for the six Maryland Correctional Pre-Release System's facilities. Each month, inmates are processed prior to release from the six facilities for the MVA identification cards. The pilot project's first group of 27 inmates was processed in October 2008. Currently, an MVA mobile unit goes to each DOC correctional facility in Jessup to process 30 to 35 offenders for a Maryland ID card. This number of inmates represents the number of inmates that DOC anticipates will not otherwise have access to an ID card prior to release. The pilot program will continue for a nine-month period, with an expansion of the project to include two other locations before the end of calendar 2009. Under terms of this MOU for the pilot program, DOC will reimburse MVA \$1 for each ID card processed, with an annual cost to DOC of about \$1,800 in currently budgeted funds. There is no charge to the inmates for these cards.

Additional Information: DVR is the source for copies of birth certificates, but these require payment of a \$12 fee, and DOC advises that inmates have often been unable pay the fee due to lack of personal funds. However, in August 2008, DPSCS arranged with DVR to pay for the necessary birth certificates. To date, the policy to provide these payments is being developed and

is expected to be implemented in the near future. DOC also reports that there has been little difficulty with the provision of duplicate Social Security cards by SSA.

Additional Information

Prior Introductions: SB0446 LR1406 2008 JPR

Cross File: None.

Information Source(s): Department of Public Safety and Correctional Services,
Maryland Department of Transportation, Department of Legislative Services

Fiscal Note History:

ncs/hlb

First Reader - February 3, 2009

Analysis by: Guy G. Cherry Direct Inquiries to:

(410) 946-5510

(301) 970-5510

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name: Maryland**
2. **Contact Details: Dennis P. Ferrell Director, Office of Volunteer and Transition Services, and Community Initiatives Division of Correction, Headquarters**
3. **Date: April 29, 2010**
4. **URL's used: [http://mlis.state.md.us/2009RS/budget_docs/All/Operating/Q00B00 -
DPPSCS Division of Correction.pdf](http://mlis.state.md.us/2009RS/budget_docs/All/Operating/Q00B00_-_DPPSCS_Division_of_Correction.pdf) and http://mlis.state.md.us/2009rs/fnotes/bil_0006/sb0186.pdf**
5. **Process for establishing proof of identity**

Requirements	YES	NO
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Inmate release process details

Requirement	Details
How many inmates are there	Approximately 15,000. Approximately 20% of all prisoners are in minimum security or pre-release facilities. However,

Requirement	Details																									
in your state?	30% of released inmates come from minimum security or pre-release facilities.																									
What is the number of inmates released monthly and/or annually?	<table border="1" data-bbox="678 327 1373 701"> <thead> <tr> <th></th> <th><u>2007</u></th> <th><u>2008</u></th> <th><u>2009 (Est.)</u></th> <th><u>2010 (Est.)</u></th> </tr> </thead> <tbody> <tr> <td>Number of Inmates Released</td> <td>9,490</td> <td>8,251</td> <td>9,500</td> <td>9,500</td> </tr> <tr> <td>Prior to Release, Percent of Inmates:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> With a Release Plan</td> <td>27%</td> <td>25%</td> <td>40%</td> <td>60%</td> </tr> <tr> <td> With a Birth Certificate and Social Security Card</td> <td>*</td> <td>*</td> <td>40%</td> <td>60%</td> </tr> </tbody> </table> <p data-bbox="686 585 964 611">*New service, data not available until fiscal 2009</p> <p data-bbox="686 642 956 667">Source: Governor's Budget Books, Fiscal 2010</p> <hr data-bbox="686 701 1373 705"/> <p data-bbox="630 741 1235 806">Per interview with Dennis, approximately 620 releases/month out of 21 facilities in Maryland.</p>		<u>2007</u>	<u>2008</u>	<u>2009 (Est.)</u>	<u>2010 (Est.)</u>	Number of Inmates Released	9,490	8,251	9,500	9,500	Prior to Release, Percent of Inmates:					With a Release Plan	27%	25%	40%	60%	With a Birth Certificate and Social Security Card	*	*	40%	60%
	<u>2007</u>	<u>2008</u>	<u>2009 (Est.)</u>	<u>2010 (Est.)</u>																						
Number of Inmates Released	9,490	8,251	9,500	9,500																						
Prior to Release, Percent of Inmates:																										
With a Release Plan	27%	25%	40%	60%																						
With a Birth Certificate and Social Security Card	*	*	40%	60%																						
What are the geographical locations of your prisons?	Details provided in Excel Matrix document.																									
How far in advance of release is inmate notified of release date?	DOC conducts an assessment of reentry needs at intake at MRDCC, regardless of the length of sentence. 69 personnel in DOC trained to help inmates obtain birth certificates and Social Security Cards starting 120 days prior to the inmate's scheduled release date. There are trained DOC personnel at all facilities.																									
Do you have any pre-release education/training for inmates? If so, please describe	Currently approximately 40% of inmates decline getting identification documents. An education campaign has been initiated to get this number to 15% or lower. The campaign includes 10,000 tri-fold brochure as well as posters. These will be distributed to inmates and to agencies/services that come in contact with inmates after release, e.g. public defender's office, Goodwill, Department of Labor Career Centers, etc.																									
How do inmates obtain the necessary documents to apply for ID/DL	DOC has also entered into agreements with the Division of Vital Records, and the Social Security Administration in order to provide inmates with birth certificates and Social Security cards. DOC has been providing assistance to inmates to obtain birth certificates (from any state) and Social Security Cards since 2004. The inmate does not have to pay to get these documents. This is paid for by DOC.																									
What processes exist for storing documents for inmates?	All documents are stored in the inmates file until they are released. Document, including DOC ID is provided to inmate at release.																									
How do inmates make payments required for	All inmates are entitled to a free MD ID prior to release or within 60 days after release. In 2009, 11,000 inmates																									

Requirement	Details																												
ID/DL?	received birth certificates and 9,000 inmates received Social Security Cards. The cost is covered by DOC as a result of a funded initiative.																												
How is identity of a new inmate confirmed?	DOC matches birth certificate and social security card. DOC also confirms address provided in home plan.																												
How is identity of released inmate confirmed?	Not provided.																												
What is the volume of inmates seeking ID's and/or DL's prior to release?	<div data-bbox="673 541 1351 846" data-label="Figure"> <table border="1"> <caption>Total Inmate IDs Issued, by Month, December 2008 - December 2009</caption> <thead> <tr> <th>Month</th> <th>Number of IDs Issued</th> </tr> </thead> <tbody> <tr><td>Dec-08</td><td>115</td></tr> <tr><td>Jan-09</td><td>96</td></tr> <tr><td>Feb-09</td><td>89</td></tr> <tr><td>Mar-09</td><td>138</td></tr> <tr><td>Apr-09</td><td>184</td></tr> <tr><td>May-09</td><td>154</td></tr> <tr><td>Jun-09</td><td>157</td></tr> <tr><td>Jul-09</td><td>221</td></tr> <tr><td>Aug-09</td><td>220</td></tr> <tr><td>Sep-09</td><td>227</td></tr> <tr><td>Oct-09</td><td>238</td></tr> <tr><td>Nov-09</td><td>224</td></tr> <tr><td>Dec-09</td><td>239</td></tr> </tbody> </table> </div> <p data-bbox="626 873 1398 1717">There are two processes for inmates to get ID's prior to release. 150 inmates/month are bused to the Maryland Vehicle Administration bus (MVA on Wheels) at one of three facilities. The MVA on Wheels visits three different correctional facilities on a fixed schedule (3rd Thursday, last Thursday, and last Friday of each month) one time/month and processes 150/month IDs for inmates prior to release each month. There are only 2 DMV personnel available to operate the MVA on Wheels. The DMV personnel on the bus can process 50 IDs in one day. MVA on Wheels has a regular schedule and is also scheduled to visit other work sites and serve other community members. Each of the three correctional facilities has a Verizon-installed ISDN line. MVA on Wheels is communicating directly with central office and also with Social Security Administration. The MVA on Wheels operates just like a field office. DOC provides a list of inmates, including birth date and SSN to DMV two weeks prior to having an inmate go to the MVA on Wheels bus. This allows DMV to determine if the inmate had an ID previously and also to check if there are outstanding fines. The inmates who are scheduled to get an ID have all identification papers and forms completed prior to visiting MVA on Wheels.</p> <p data-bbox="626 1726 1398 1894">The second process is that 15 inmates are taken by bus to 4 different field offices (one in eastern, one in western, one in Central Baltimore, and the DMV headquarters) at 7:30 am on the 2nd Wednesday of each month. The inmates will be processed for their ID's at these field offices (60/month).</p>	Month	Number of IDs Issued	Dec-08	115	Jan-09	96	Feb-09	89	Mar-09	138	Apr-09	184	May-09	154	Jun-09	157	Jul-09	221	Aug-09	220	Sep-09	227	Oct-09	238	Nov-09	224	Dec-09	239
Month	Number of IDs Issued																												
Dec-08	115																												
Jan-09	96																												
Feb-09	89																												
Mar-09	138																												
Apr-09	184																												
May-09	154																												
Jun-09	157																												
Jul-09	221																												
Aug-09	220																												
Sep-09	227																												
Oct-09	238																												
Nov-09	224																												
Dec-09	239																												

Requirement	Details
	<p>They leave the facility by 8:20 am; the field office opens to the public at 8:30 am.</p> <p>DOC pays MVA \$1/ID issued.</p> <p>All other inmates (including those in medium and maximum security facilities) are given the opportunity to get birth certificates and Social Security Cards prior to release.</p> <p>These documents along with the home plan (must be a Maryland resident) and DOC ID will enable any released inmate to get a free MD ID.</p>
<p>Are there different populations for inmates in terms of how readily available documentation and/or payment is? If so what are the percentages?</p>	<p>DOC has entered into an agreement with MVA to provide a mobile MVA service vehicle monthly to visit the Brockbridge Correctional Facility, which serves as a central point for inmate release from the pre-release system, and provide inmates with MVA identification cards. The agency hopes to expand to two additional locations in calendar 2009.</p>

7. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

The inmate ID program seeks to provide DOC inmates who are scheduled for release with a free state ID at the time of their release (pre-release ID), or alternately, with the documentation necessary to receive a free ID within the first 60 days of the release (post-release ID). Providing inmates with IDs allows them to find work and reduces recidivism

As of February 2008, DOC conducts an assessment of reentry needs at intake at MRDCC, regardless of the length of sentence. The agency has altered the inmate identification card to make it an acceptable secondary source of identification in order to help inmates get a Motor Vehicle Administration (MVA) identification card. The agency has begun reporting the percent of released inmates provided with a release plan, birth certificate, and Social Security card as part of the annual Managing for Results measures.

EXCERPTS FROM MARYLAND DPSCS BUDGET REPORT

Excerpts from Maryland DPSCS
Budget Report related to pre-
release ID documents

Q00B00 Division of Correction

Department of Public Safety and Correctional Services

Operating Budget Data

(\$ in Thousands)

	<u>FY 08</u> <u>Actual</u>	<u>FY 09</u> <u>Working</u>	<u>FY 10</u> <u>Allowance</u>	<u>FY 09-10</u> <u>Change</u>	<u>% Change</u> <u>Prior Year</u>
General Fund	\$677,686	\$701,550	\$720,816	\$19,266	2.7%
Contingent & Back of Bill Reductions	0	0	-12,529	-12,529	
Adjusted General Fund	\$677,686	\$701,550	\$708,287	\$6,737	1.0%
Special Fund	68,153	77,544	81,462	3,918	5.1%
Contingent & Back of Bill Reductions	0	0	-86	-86	
Adjusted Special Fund	\$68,153	\$77,544	\$81,376	\$3,832	4.9%
Federal Fund	12,195	14,592	14,431	-161	-1.1%
Adjusted Federal Fund	\$12,195	\$14,592	\$14,431	-\$161	-1.1%
Reimbursable Fund	4,949	4,785	3,973	-811	-17.0%
Adjusted Reimbursable Fund	\$4,949	\$4,785	\$3,973	-\$811	-17.0%
Adjusted Grand Total	\$762,983	\$798,471	\$808,066	\$9,595	1.2%

- Fiscal 2009 deficiency appropriations, totaling \$12.2 million, are needed to fund additional overtime expenditures, increased costs for raw food supplies, and fuel and utilities. Approximately \$115,000 is needed to fund a new reentry program that provides inmates with copies of their birth certificates at the time of release.
- The fiscal 2010 allowance increases approximately \$9.6 million, or 1.2%. The agency's budget growth is largely attributable to increases in personnel and inmate medical expenses. There is also approximately \$12.6 million in contingent reductions for local jail reimbursements, overtime expenditures, and the elimination of the deferred compensation match.

Note: Numbers may not sum to total due to rounding.

For further information contact: Rebecca J. Moore

Phone: (410) 946-5530

Analysis of the FY 2010 Maryland Executive Budget, 2009

Personnel Data

	<u>FY 08</u> <u>Actual</u>	<u>FY 09</u> <u>Working</u>	<u>FY 10</u> <u>Allowance</u>	<u>FY 09-10</u> <u>Change</u>
Regular Positions	7,437.50	7,496.50	7,514.50	18.00
Contractual FTEs	46.45	93.16	91.16	-2.00
Total Personnel	7,483.95	7,589.66	7,605.66	16.00

Vacancy Data: Regular Positions

Turnover and Necessary Vacancies, Excluding New Positions	631.22	8.40%
Positions and Percentage Vacant as of 12/31/08	567.90	7.58%

- The division’s regular personnel complement increases by 18 special fund positions for Maryland Correctional Enterprises. The additional officer, supervisor, and administrative support positions are needed to handle increases in production and the number of employed inmates based on increased sales and production demands.
- The fiscal 2010 allowance includes a reduction of two contractual full-time-equivalents. These include one data device operator at the Maryland Correctional Adjustment Center and one automotive mechanic at the Maryland Reception, Diagnostic, and Classification Center.
- The fiscal 2010 budget bill includes an across-the-board reduction of 400 vacant positions for the Department of Public Safety and Correctional Services. It is unclear at this time how the reduction will be allocated across the individual agencies. Given that the Division of Correction accounts for 64.5% of the department’s personnel, it is likely that this agency will absorb a significant portion of the reduction.

Analysis in Brief

Issues

Local Jail Reimbursement Program: As the result of a change in statute in 1986, the State began reimbursing counties for housing offenders sentenced up to 18 months for each inmate day between day 91 and day 365. The fiscal 2010 budget bill includes a \$6 million reduction contingent on language in the Budget Reconciliation and Financing Act of 2009 which would alter for two years the reimbursement rates from the current 50 and 85% to 34 and 50%. This action, combined with actions taken since fiscal 2008, will generate unfunded liabilities of approximately \$13.5 million through fiscal 2010. Furthermore, the State has little control over local detention center expenditures, and it appears State resources would be more appropriately directed toward supporting inmates held between 12 and 18 months, since those inmates have the potential to be sentenced to either local or State jurisdiction, at the discretion of the courts. **The Department of Legislative Services (DLS) recommends rejecting the contingent reduction and language in the fiscal 2010 budget bill and the Budget Reconciliation and Financing Act of 2009. DLS further recommends, as of fiscal 2010, abolishing the current reimbursement program and creating a grant program to provide State assistance for housing inmates between 12 and 18 months at a rate of \$45 per day. This would require approximately \$12 million to support the program in fiscal 2010 and allow approximately \$12 million to cover unfunded liabilities through fiscal 2009.**

Impacting Overtime by Transferring to a 12-Hour Shift: The fiscal 2010 budget bill includes a \$6.2 million reduction to overtime expenses contingent on both the enactment of legislation which would alter the overtime calculation to be consistent with the federal Fair Labor Standards Act and also the successful negotiation with AFSCME-IBT for approval in changing the length of shifts from 8 to 12 hours. This action was proposed during the 2008 session but was unsuccessful. Enactment of the proposed law change would increase the number of days a correctional officer has off each year, but reducing the amount of overtime expenditures, would also effectively reduce the amount of earnings a correctional officer receives. To date, negotiations with the union have stalled and the resolution of issues surrounding the implementation of the 12-hour shift and the impact on correctional staff are unknown. **DLS recommends the adoption of a provision in the Budget Reconciliation and Financing Act of 2009 authorizing the department to implement a 12-hour shift pilot program at one Division of Correction facility for a total of 12 months. Participating employees should receive participation bonuses and the Division of Correction (DOC) should submit a report analyzing the fiscal and operational impact for the agency and for the employees.**

Correctional Education: Legislation passed during the 2008 session required the transfer of correctional education from the Maryland State Department of Education to the Department of Labor, Licensing, and Regulation (DLLR). The Workforce Creation and Adult Education Transition Council was created to oversee the transition. The council developed a report with 22 recommendations specific to correctional education. The recommendations require significant oversight by the Department of Public Safety and Correctional Services (DPSCS) and close coordination between DPSCS and DLLR to improve service provision. **DPSCS should comment on**

Q00B00
Division of Correction
 Department of Public Safety and Correctional Services

Operating Budget Analysis

Program Description

The Division of Correction (DOC) supervises the operation of State correctional institutions in accordance with applicable State and federal law. The division provides public safety and victim services through information sharing and the supervision of defendants and offenders located in places of safe, secure, and humane confinement. DOC also administers the Canine Operations Unit, used to enhance institutional security by providing trained canine handlers and dogs for drug detection capabilities and to respond to institutional events at State facilities. An additional component of DOC is the Maryland Correctional Enterprises (MCE) which provides work and job training for incarcerated inmates through the production of goods and provision of services used by local, State, and federal agencies, in addition to a variety of nonprofit organizations.

Performance Analysis: Managing for Results

The provision of basic reentry services, at a minimum, to all DOC inmates, is a primary goal for the department. DOC added a new Managing for Results objective to help track the agency's performance with regard to providing these services to inmates released from DOC facilities. The goal is by fiscal 2012, to provide at least 90% of inmates released from DOC facilities with a release plan, a birth certificate, and a Social Security card prior to release. As shown in **Exhibit 1**, DOC provided 27 and 25% of inmates with release plans prior to their release, in fiscal 2007 and 2008, respectively. The provision of a birth certificate and Social Security card is a new service, in addition to being a new performance measure; therefore, data will not be available until fiscal 2009.

Exhibit 1
Division of Correction
Provision of Basic Reentry Services
 Fiscal 2007-2010

	<u>2007</u>	<u>2008</u>	<u>2009 (Est.)</u>	<u>2010 (Est.)</u>
Number of Inmates Released	9,490	8,251	9,500	9,500
Prior to Release, Percent of Inmates:				
With a Release Plan	27%	25%	40%	60%
With a Birth Certificate and Social Security Card	*	*	40%	60%

*New service, data not available until fiscal 2009

Source: Governor's Budget Books, Fiscal 2010

Fiscal 2009 Actions

Proposed Deficiency

Fiscal 2009 deficiency appropriations for the Division of Correction total \$12.2 million.

- The largest portion, approximately \$6.0 million, is needed to cover underfunding for overtime in fiscal 2009. This increases the division's overtime appropriation to \$37.6 million, approximately 6.8% above fiscal 2008 actual spending and 26.3% above the fiscal 2010 allowance.
- An additional \$3.5 million is needed to fund additional fuel and utility expenses which were underfunded in the fiscal 2009 budget. This increases fuel and utility expenditures to \$47.2 million, approximately 6.2% above fiscal 2008 actual spending and 7.0% above the fiscal 2010 allowance.
- The fiscal 2009 budget for raw food purchases requires a deficiency appropriation of approximately \$2.5 million, increasing the working appropriation to \$21.3 million. This is approximately 3.1% above fiscal 2008 actual spending and 14.8% above the fiscal 2010 allowance.
- A \$115,000 fiscal 2009 deficiency is provided to fund a new reentry service that provides inmates with copies of their birth certificates at the time of release. Personal identification documents such as Motor Vehicle Administration identification cards, Social Security cards, and birth certificates provide offenders with access to health care, education, training, housing, and family services. The division began issuing personal identification documents to released inmates in October 2008. A memorandum of understanding with the Division of Vital Records (DVR) within the Department of Health and Mental Hygiene requires DOC to provide a \$12 fee for each birth certificate and funding to support an employee at DVR to support the increase in workload. DOC anticipates providing 5,834 inmates with birth certificates prior to release in fiscal 2009 and 10,068 inmates in fiscal 2010. Approximately \$166,000 is included in the fiscal 2010 allowance for this service.

Impact of Cost Containment

Fiscal 2009 cost containment actions total \$31.6 million. The majority, approximately \$20.0 million, was personnel-related reductions to health insurance and Other Post Employment Benefit payments but also included the abolishment of 84 vacant correctional officer positions. Reimbursements paid to local detention centers for housing inmates were reduced by \$6.0 million. A \$4.0 million general fund reduction was the result of an offsetting increase in additional federal fund revenue from increasing the amount of bed space dedicated to housing federal detainees at the Maryland Correctional Adjustment Center in Baltimore City. The agency generated approximately \$778,000 in savings from closing one cell block at the Metropolitan Transition Center. This cell block had been used for the segregation population; according to the department, there is no impact

Provision of Personal Identification Documents

As of February 2008, DOC conducts an assessment of reentry needs at intake at MRDCC, regardless of the length of sentence. The agency has altered the inmate identification card to make it an acceptable secondary source of identification in order to help inmates get a Motor Vehicle Administration (MVA) identification card. DOC has entered into an agreement with MVA to provide a mobile MVA service vehicle monthly to visit the Brockbridge Correctional Facility, which serves as a central point for inmate release from the pre-release system, and provide inmates with MVA identification cards. The agency hopes to expand to two additional locations in calendar 2009. DOC has also entered into agreements with the Division of Vital Records, and the Social Security Administration in order to provide inmates with birth certificates and Social Security cards. The agency has begun reporting the percent of released inmates provided with a release plan, birth certificate, and Social Security card as part of the annual Managing for Results measures.

BROCHURE

OUTSIDE VIEW

**After RELEASE
FREE MVA ID Card**



Any Local MVA Office



**Maryland
Division of Correction**



**Before RELEASE
FREE MVA ID Card**



MVA On Wheels

INSIDE VIEW

**At 120 Days
Before RELEASE**

WHAT YOU NEED

APPLY FOR FREE:

- **Birth Certificate**
- **Social Security Card**

**Staff Will HELP
YOU GET
FREE MVA ID Card**

**Within 60 Days
After RELEASE**

WHAT YOU NEED

Bring Your

- **DOC ID Card**
- **Release Documents**
- **Birth Certificate**
- **Social Security Card**
(NO Copies)

Any Local MVA Office

ADDITIONAL BROCHURE

The lack of proper identification documents for individuals released from prison is a major barrier to successful community reintegration. Without such proper identification, previously incarcerated individuals are often unable to find employment, secure housing, or apply for public benefits.

Spearheaded by Governor Martin O'Malley, Maryland's Motor Vehicle Administration (MVA) and Division of Correction (DOC) accepted the challenge and partnered to implement the issuance of a FREE MVA ID card to individuals prior to and after their release from incarceration.

The campaign also includes a Memorandum of Understanding with the Department of Vital Records and the Social Security Administration to obtain Birth Certificates and Social Security Cards for inmates within 120 days of their release.

The goal of the FREE MVA ID Card initiative is to process inmates for the ID card on the MVA On Wheels bus, transport inmates to four MVA branch offices in four regions of the states, and issue a FREE MVA ID card to previously incarcerated individuals at all MVA's 28 branches across the state. Since starting, 2,100 IDs have been issued through January 2010.



120 Days Before Release

Offenders should apply for FREE:
- Birth Certificate
- Social Security Card

And obtain an MVA ID if eligible, through institutional ID Coordinators



Within 60 Days of Release

Offenders should bring the following to their local MVA for a FREE ID (not a driver's license):

- DOC ID Card
- Release Documents
- Birth Certificates
- Social Security Card



The most important role you can play in this campaign is education for those offenders nearing their release and just recently released from incarceration.

Institutional ID Coordinators:

For offenders nearing release

- Hold monthly meetings for inmates at 120 days prior to release to obtain Birth Certificates and Social Security Cards
- Emphasize the importance of identification
- Distribute education documents provided by DOC
- Coordinate visits of those eligible to the MVA bus or local branches
- Provide the address/phone number of an MVA branch where they will be living
- Call the DOC Transition Services Office if you have questions

Community Partners:

For previously incarcerated offenders

- Emphasize the importance of obtaining an MVA ID
- Reiterate what documents are needed to obtain the MVA ID
- Give address/directions for their local MVA branch

Need More Information?

Maryland Division of Correction
Transition Services Office: 410-585-3329

Motor Vehicle Administration
Online Branch Locator: <http://www.mva.maryland.gov/LOCATION/default.asp>
Customer Service: 1-800-950-1MVA

MVA Branch Locations

Hagerstown - Full Service 18306 Col. Henry K. Douglas Dr. Hagerstown, MD 21740	Bel Air - Full Service 501 West MacPhail Road Bel Air, MD 21014
Cumberland/LaVale - Full Service 13300 Winchester Road SW Cumberland, MD 21502	Elkton - Full Service 105 Chesapeake Blvd. Suite A Elkton, MD 21921
Oakland - Limited Service and Hours Route 135 & Weber Road Oakland, MD 21550	Chestertown - MVA Bus - Limited Dates and Times 300 High Street (across from the court house) Chestertown, MD 21620
Frederick - Full Service 1601 Bowman's Farm Rd. Frederick, MD 21701	Easton - Full Service 9148 Centreville Road Easton, MD 21601
Westminster - Full Service 1106 Baltimore Blvd. Westminster, MD 21157-7025	Waldorf - Full Service St. Charles Business Park 11 Industrial Park Drive Waldorf, MD 20602
Gaithersburg - Full Service 15 Metropolitan Grove Rd. Gaithersburg, MD 20878	Prince Frederick - Limited Service and Hours 200 Duke Street Louis L. Goldstein, District Court - Multi Service Center Prince Frederick, MD 20678
Columbia - Express Office Columbia Business Center 6490 Dobbin Road Columbia, MD 21045	Loveville - Full Service 27351 Point Lookout Road Leonardtown, MD 20650
Beltsville - Full Service 11760 Baltimore Avenue Beltsville, MD 20705	Salisbury - Full Service 251 Tilghman Road Salisbury, MD 21801
Annapolis - Full Service 160 Harry S. Truman Pkwy. Annapolis, MD 21401	Ocean City - MVA Bus - Limited Dates and Times 65th Street and Coastal Highway (parked at the court house parking lot) Ocean City, MD 21842
Essex - Full Service Middlessex Shopping Center 1338-A Eastern Boulevard Essex, MD 21221	
Baltimore City - Full Service 2500 Choppers Falls Parkway (adjacent to Mondawmin Mall) Baltimore, MD 21216	



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
DPSCS Secretary



Beverly K. Swaim-Staley
MDOT Secretary

Maryland Offender & Ex-Offender



Identification Card Education Campaign



The Maryland Department of Public Safety and Correctional Services and the Maryland Department of Transportation bring important identification cards to Maryland's offender and ex-offender populations to increase their chances of being productive citizens upon release.

ID ISSUE STATUS REPORT JANUARY 2010

Meeting Summary
StateStat website, January 15, 2010

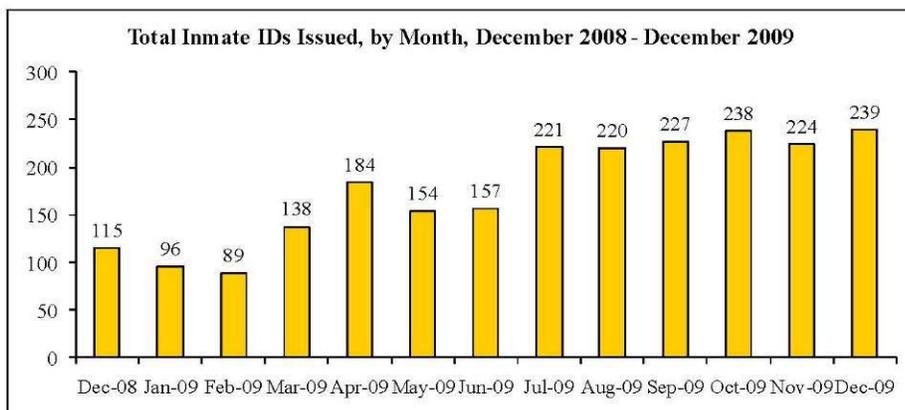
Agency: DPSCS/Division of Corrections (DOC)

Date of Meeting: January 14, 2010

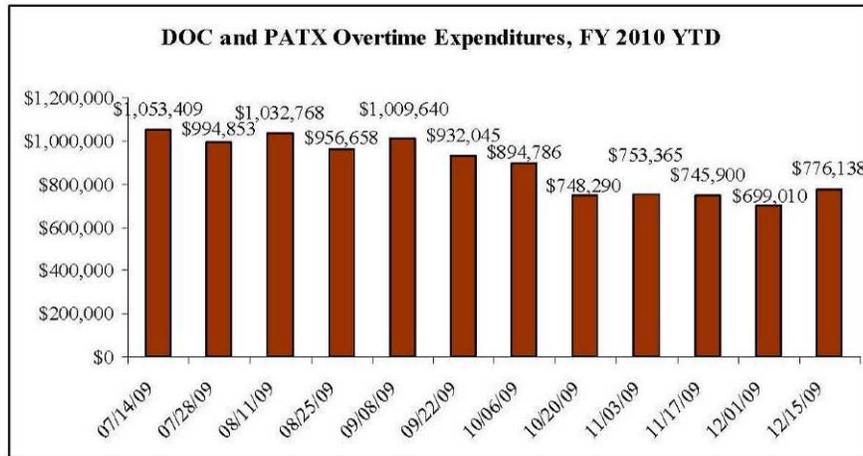
Following is a summary of the issues that were discussed at the DPSCS/DOC Stat on January 14, 2010. Analysis is provided by StateStat and the Governor's Delivery Unit (GDU).

General Discussion

- **Correctional Education.** StateStat, DLLR, and DPSCS are in the process of further revising the Correctional Education template in an effort to capture the most useful data. The new template is expected in February, and StateStat reviewed the results of recent meetings with DLLR and DPSCS to update both agencies and determine next steps.
- In addition, StateStat and DPSCS discussed communications between DOC wardens and Correctional Education principals.
- **Inmate IDs.** The inmate ID program seeks to provide DOC inmates who are scheduled for release with a free state ID at the time of their release (pre-release ID), or alternately, with the documentation necessary to receive a free ID within the first 60 days of the release (post-release ID). Providing inmates with IDs allows them to find work and reduces recidivism.
- Since October 2008, when the program began, the Department has made significant strides in providing inmate IDs, as shown in the following chart:

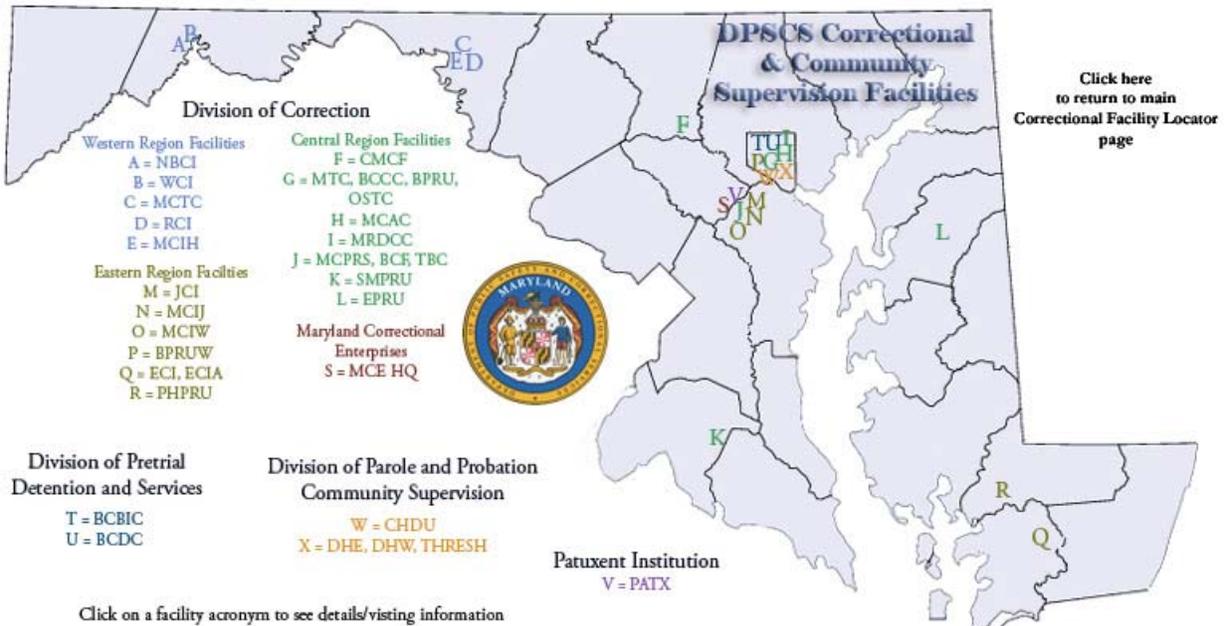


- The panel and Department discussed upcoming efforts to increase inmate ID issuance, including education campaigns with inmates and community partners. In addition, technical issues regarding internet connections at prisons, which are used to process IDs via the MVA bus, were briefly discussed.
- **Overtime.** The Division of Correction appears to be on track to decrease overtime in this fiscal year, and the Department noted the results of recent analysis. The Division noted that a major snowfall or emergency could slightly impact current overtime projections:



- **Offender Treatment Services.** Due to increasing emergency room costs for inmates and increasing visits for assaults, the Division implemented a review of ER visits and related decisions to improve triage decisions and determine if any cost savings were available. Based on this review, overall ER visits and ER cost per inmate have dropped significantly in October and November 2009, as shown in the following charts:

PRISON FACILITIES MAP



Facility	Title	Locale
BCCC	Baltimore City Correctional Center	Baltimore
BCF	Brockbridge Correctional Facility	Jessup
BPRU	Baltimore Pre-Release Unit	Baltimore
BPRU-W	Baltimore Pre-Release Unit for Women	Baltimore
CHDU	Central Home Detention Unit	Baltimore
CMCF	Central Maryland Correctional Facility (Formerly CLF)	Sykesville
CMHC-J	Correctional Mental Health Center - Jessup	Jessup
DHE	Dismas House East	Baltimore
DHW	Dismas House West	Baltimore
DOC HQ	DOC Headquarters	
ECI	Eastern Correctional Institution	Westover
ECI-A	Eastern Correctional Institution Annex	Westover
EPRU	Eastern Pre-Release Unit	Church Hill
HLTCF	Herman L. Toulson Correctional Facility (Formerly TBC)	Jessup
JCI	Jessup Correctional Institution	Jessup
JPRU	Jessup Pre-Release Unit	Jessup
MCAC	Maryland Correctional Adjustment Center	Baltimore
MCI-H	Maryland Correctional Institution - Hagerstown	Hagerstown
MCI-J	Maryland Correctional Institution - Jessup	Jessup
MCI-W	Maryland Correctional Institution for Women	Jessup
MCPRS	Maryland Correctional Pre-Release System Admin Offices	Jessup
MCTC	Maryland Correctional Training Center	Hagerstown
MRDCC	Maryland Reception, Diagnostic and Classification Center	Baltimore
MTC	Metropolitan Transition Center	Baltimore
NBCI	North Branch Correctional Institution	Cumberland
PHPRU	Poplar Hill Pre-Release Unit	Quantico
RCI	Roxbury Correctional Institution	Hagerstown
SMPRU	Southern Maryland Pre-Release Unit	Charlotte Hall
THRESH	<u>Threshold</u>	Baltimore
WCI	Western Correctional Institution	Cumberland
Pretrial Detention Facilities		
DPDS	Division of Pretrial Detention and Services	Baltimore

Facility	Title	Locale
BCBIC	Baltimore Central Booking and Intake Center	Baltimore
BCDC	Baltimore City Detention Center	Baltimore
Patuxent Institution Facility		
PATX	Patuxent Institution	Jessup

MICHIGAN

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Michigan
2. **Contact Agency:** Michigan Department of State
3. **Contact details:** Grace Ueberroth, Customer Services Administration, 517-322-3440, ueberrothg@michigan.gov
4. **Date:** [insert date of data collection]
5. **URL's used:** <http://www.michigan.gov/sos>
6. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth (part of legal presence & identity – must match)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name (Must match on legal presence and identity documents. If not legal proof of name change required)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Soc. Sec. # or proof of ineligibility.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. **Acceptable forms of documentation for obtaining ID and DL**

Requirement	Acceptable Documentation
Legal presence	See figure below
Date of Birth	See figure below
Legal Name	See figure below – DOC ID included
State residency	See figure below
Soc. Sec. # or proof of ineligibility.	See figure below

Applying for a license or ID? You'll Need the Following Documents



Secretary of State
Terri Lynn Land

When applying for an original Michigan driver's license or state identification card, **you must present documentation of:**

1. A valid Social Security number or proof of ineligibility.
2. Legal presence in the U.S.
3. Identity.
4. Michigan residency (at least two documents are required).

To ensure your application process is as smooth as possible, remember:

- ✓ To double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, call the Department of State Information Center at **(888) 505-MICH (767-6424)** toll free for assistance.
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will **NOT** be accepted.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.
- ✓ In some cases, document approval may not occur in the same day and may require an additional visit.

1 Your Social Security number or letter of ineligibility	2 Legal presence	3 Identity verification	4 Proof of Michigan residency
<p>Present ONE of the following to demonstrate a valid Social Security number or ineligibility.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social Security card. <input type="checkbox"/> W-2 or 1099 form. <input type="checkbox"/> Pay stub containing your name and Social Security number. <input type="checkbox"/> Valid U.S. military ID card with photo (DD-2, DD-1173 or CAC card). (Documents expired less than one year will also be accepted.) <input type="checkbox"/> Letter of ineligibility from the Social Security Administration. Letters that are more than 30 days old will not be accepted. <p><i>Note: All Social Security information will be verified.</i></p>  <p>SOS-428 (06/09)</p> <p><i>Note: Your first/last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage license, divorce decree or court order.</i></p>	<p>At least ONE of the following must be presented:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Original certified birth certificate issued by a government unit in the U.S. or U.S. territory. <input type="checkbox"/> Valid, unexpired U.S. passport or passport card. <input type="checkbox"/> Valid, unexpired Permanent Resident Card (I-551) issued after December 1997. <input type="checkbox"/> Certificate of Citizenship (N-560 or N-561). <input type="checkbox"/> Certificate of Naturalization (N-550, N-570 or N-578). <input type="checkbox"/> Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545). <input type="checkbox"/> Valid, unexpired foreign passport in your name with English subtitles or translation, with stamped I-94 and an unexpired U.S. visa. (F-visa holders must also present an I-20 form; J-visa holders must present a DS-2019.) <input type="checkbox"/> Valid, unexpired Employment Authorization Card (I-688, I-688A, I-688B or I-766). <input type="checkbox"/> Valid, unexpired Refugee Travel Document (I-571) with stamped I-94. <input type="checkbox"/> Approved U.S. Department of Labor certification with a valid, unexpired foreign passport in your name with English subtitles or translation, with stamped I-94 and an unexpired U.S. visa. 	<p>Present original documents to establish identity. MORE THAN ONE document may be required.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Out-of-state or Canadian driver's license or ID card. (Licenses or cards expired for less than one year will be accepted.) <input type="checkbox"/> Marriage license issued in the U.S. <input type="checkbox"/> Divorce decree issued in the U.S. <input type="checkbox"/> U.S. court order for a name change. <input type="checkbox"/> Photo ID card issued by a federal or Michigan government agency. <input type="checkbox"/> Valid U.S. military ID card with photo (DD-2 or CAC card). (Documents expired less than one year will also be accepted.) <input type="checkbox"/> U.S. military discharge or separation documents, such as a DD-214. <input type="checkbox"/> Tribal photo ID card from a federally recognized Native American tribe. <input type="checkbox"/> Michigan Department of Corrections prisoner ID card. (This document requires verification.) <input type="checkbox"/> Michigan driver education certificate. (For applicants age 18 and younger.) <input type="checkbox"/> Michigan adoption record. <input type="checkbox"/> U.S. school records, such as school ID cards with name and photo, diplomas, transcripts or yearbooks. <input type="checkbox"/> If the applicant is below the age of 18 and does not have one of the above, a parent or guardian must present their driver's license or ID and sign for the applicant. <input type="checkbox"/> A second document from group #2 may also be accepted. The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or U.S. visa. 	<p>Bring at least TWO documents with your name and Michigan residential address.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.) <input type="checkbox"/> Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.) <input type="checkbox"/> Michigan high school, college or university report cards or transcripts less than two years old. <input type="checkbox"/> Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.) <input type="checkbox"/> Pay stub or earnings statement issued with the name and address of the employer. <input type="checkbox"/> Life, health, auto or home insurance policy. <input type="checkbox"/> Federal, state or local government documents, such as receipts, licenses or assessments. <input type="checkbox"/> Michigan title and registration. (The registration must show current residential address.) <p><i>Note: Residency documents in a family member's name may be used if the family relationship can be established by other forms of documented proof.</i></p>

www.Michigan.gov/sos

Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2-3 weeks lead time. (Actual is closer to 5 days).

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Done during in-person application.
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	No
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	No
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pay during in-person application process
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	DOC ID card accepted as identity verification.
Vision test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Written test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pay \$25 fee for TIP: Valid for 180 days Required to take driving skills test
Driving test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Third party testing - certificate <input type="checkbox"/> Basic control skills <input type="checkbox"/> On-the-road driving requirements
Other - Road signs test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Road signs test
Other - Probation period for first time drivers	<input type="checkbox"/>	<input type="checkbox"/>	First license - three-year probation

8. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Yes
SAVE (immigration documents)	Yes
PDPS, CDLIS (driving records)	Yes
Real-time database updates	
Batch processing	
DOC access or equipment	

9. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

Governor's initiative for inmate re-entry.

- Focus on helping inmates obtain necessary documents.
- Had a pilot – Getting needed documents was the main issue. Worked with SS Admin. To be able to get cards for inmates.
- Will accept letter from parole as proof of residence in some cases.
- DOC ID cards are accepted as proof of identity after verification. Other identities that are linked to the name are recorded. Inmates need to provide other documentation of legal presence.

Process – New driver or have not had a legal drivers license in the past four years

- Identity requirements must be met and acceptable documentation provided.
- Drivers test and written test required.
- If a totally new driver then, there is a 30 day wait period after getting Temp Instruction Permit (TIP) before a driving test can be taken. A certificate is provided by the tester.
- Others may take the driving test sooner (not same day).
- Also need a vision test.
- All documentation is verified before a TIP is issued.

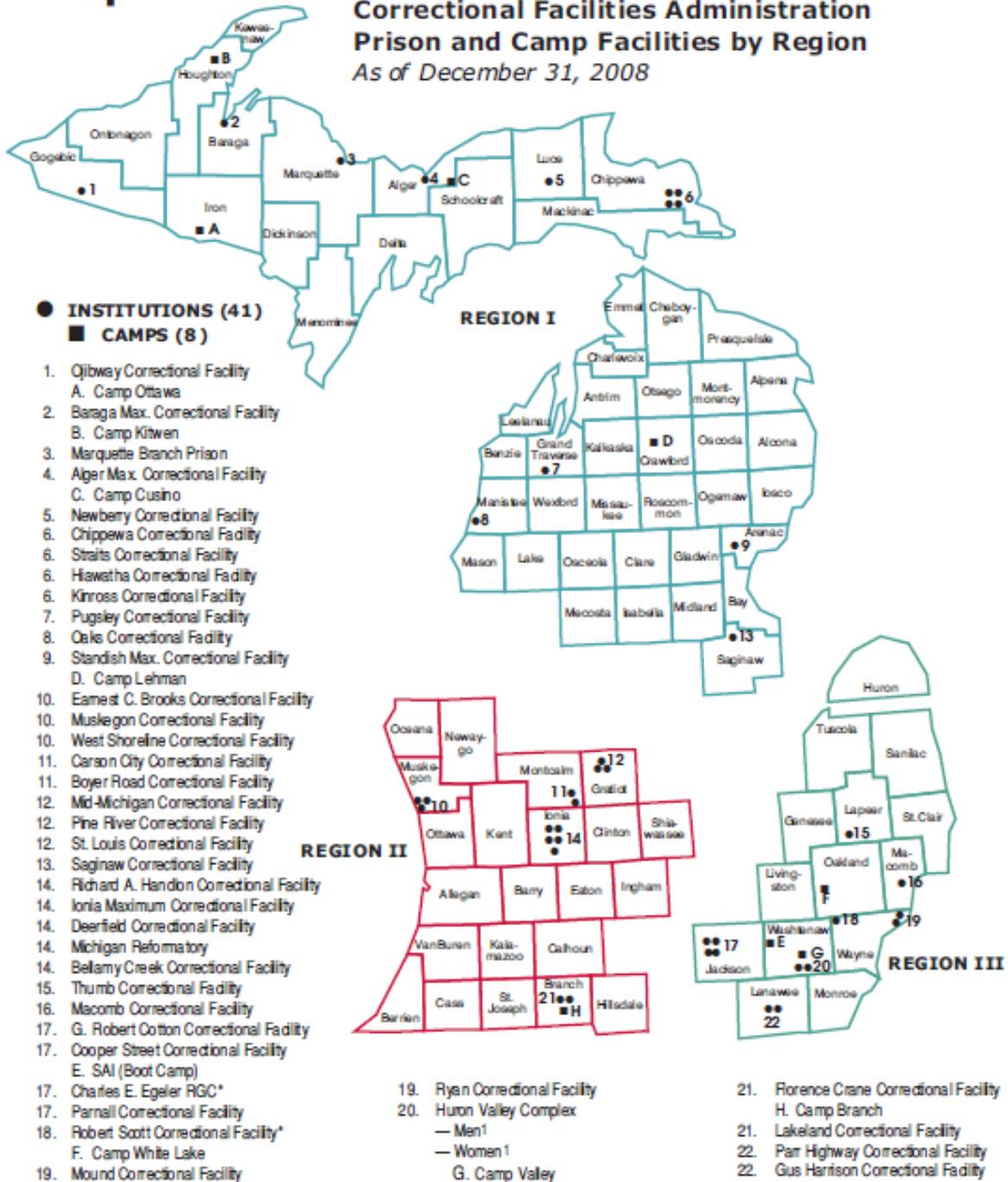
Process – People who have had a MI or other state drivers license in the past 4 years.

- Apply for a new license. No testing required. This is applicable to inmates too.

PRISON FACILITIES MAP

Map

Michigan Department of Corrections Correctional Facilities Administration Prison and Camp Facilities by Region As of December 31, 2008



Michigan Department of Corrections Facilities

December 31, 2008

FACILITIES

- Alger Maximum Correctional Facility (LMF)
- Baraga Maximum Correctional Facility (AMF)
- Bellamy Creek Correctional Facility (IBC)
- Boyer Road Correctional Facility (OTF) - *Information regarding this facility under Carson City Correctional Facility (DRF)*
- Brooks, Earnest C. Correctional Facility (LRF)
- Carson City Correctional Facility (DRF)
- Chippewa Correctional Facility (URF)
- Cooper Street Correctional Facility (JCS)
- Cotton, G. Robert Correctional Facility (JCF)
- Crane, Florence Correctional Facility (ACF) - *Information regarding this facility under Lakeland Correctional Facility (LCF)*
- Deerfield Correctional Facility (ITF) - *Information regarding this facility under Michigan Reformatory (RMI)*
- Egeler, Charles E. Reception and Guidance Center (RGC)
- Handlon, Richard A. Correctional Facility (MTU)
- Harrison, Gus Correctional Facility (ARF)
- Hiawatha Correctional Facility (HTF) - *Information regarding this facility under Kinross Correctional Facility (KCF)*
- Huron Valley Complex - Men (HVM) Women (WHV)
- Ionia Maximum Correctional Facility (ICF)
- Kinross Correctional Facility (KCF)
- Lakeland Correctional Facility (LCF)
- Macomb Correctional Facility (MRF)
- Marquette Branch Prison (MBP)
- Michigan Reformatory (RMI)
- Mid-Michigan Correctional Facility (STF) - *Information regarding this facility under St. Louis Correctional Facility (SLF)*
- Mound Correctional Facility (NRF)
- Muskegon Correctional Facility (MCF)
- Newberry Correctional Facility (NCF)
- Oaks Correctional Facility (ECF)
- Ojibway Correctional Facility (OCF)

- Parnall Correctional Facility (SMT)
- Parr Highway Correctional Facility (ATF) - *Information regarding this facility under Gus Harrison Correctional Facility (ARF)*
- Pine River Correctional Facility (SPR)
- Pugsley Correctional Facility (MPF)
- Ryan Correctional Facility (RRF)
- Saginaw Correctional Facility (SRF)
- Scott, Robert Correctional Facility (SCF)
- St. Louis Correctional Facility (SLF)
- Standish Maximum Correctional Facility (SMF)
- Straits Correctional Facility (KTF) - *Information regarding this facility under Chippewa Correctional Facility (URF)*
- Thumb Correctional Facility (TCF)
- West Shoreline Correctional Facility (MTF) - *Information regarding this facility under Earnest C. Brooks Correctional Facility (LRF)*

CAMPS

- Camp Branch (CDW) - *Information regarding this camp under Florence Crane Correctional Facility (ACF)*
- Camp Cassidy Lake (SAI Boot Camp) - *Information regarding this camp under Cooper Street Correctional Facility (JCS)*
- Camp Cusino (CCU) - *Information regarding this camp under Alger Maximum Correctional Facility (LMF)*
- Camp Kitwen (CKT) - *Information regarding this camp under Baraga Maximum Correctional Facility (AMF)*
- Camp Lehman (CLE) - *Information regarding this camp under Standish Maximum Correctional Facility (SMF)*
- Camp Ottawa (COT) - *Information regarding this camp under Ojibway Correctional Facility (OCF)*
- Camp Valley (CVH) - *Information regarding this camp under Huron Valley - Women (WHV)*
- Camp White Lake (CWL) - *Information regarding this camp under Scott, Robert Correctional Facility (SCF)*

MINNESOTA

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Minnesota
2. **Contact Agency:** Minnesota Department of Public Safety, Driver and Vehicle Safety Division
3. **Contact details:** Sue Kendrick, sue.kendrick@state.mn.us, (808) 532-7793
4. **Date:** 1/24/2010
5. **URL's used:** <http://www.dps.state.mn.us/dvs/>
6. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence (not specified)	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth (done as part of Legal Name)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency (not specified)	<input type="checkbox"/>	<input type="checkbox"/>
Change of Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Legal presence	Not specified.
Date of Birth	(see Legal Name requirements).
Legal Name	<p>To apply for a Minnesota driver's license, identification card, or instruction permit, you may present:</p> <ul style="list-style-type: none"> • A Minnesota driver's license, instruction permit, or state identification card that is current or expired for: <ul style="list-style-type: none"> ○ five years or less if it has a photo. ○ one year or less if it <u>does not</u> have a photo. • If you do not have one of these items, you must present one primary and one secondary form of identification. The primary document must contain your full legal name (first, middle, and last) and the month, day, and year of your birth. <p><i>If you do not have one of the items listed above, you must present one primary and one secondary document.</i> The primary document must contain your full name and the month, day, and year of your birth. Any document not in English must be accompanied by</p>

	<p>a qualified English translation.</p> <p>PRIMARY DOCUMENTS:</p> <ul style="list-style-type: none"> • Certified birth record issued by a government bureau of vital statistics or board of health in the United States, District of Columbia, Guam, Puerto Rico, or the United States Virgin Islands. • Certificate of Birth Abroad (FS-545 or DS-1350) issued by the U.S. Department of State. • Report of Birth Abroad of a United States Citizen (FS-240) issued by a U.S. embassy. • Certified adoption certificate from a U.S. court. • Valid, unexpired U.S. passport book or card. • Secure, unexpired Minnesota tribal identification card. • Unexpired active duty, reserve or retired U.S. military identification card (DD-2 or Geneva Conventions Common Access Card). • Valid, unexpired passport from a country other than the U.S. with an unexpired I-94 form or with an unexpired I-551 stamp. • Canadian birth or naturalization certificate with an unexpired I-94 form attached. (Must be presented with a photo Secondary Document issued by a Canadian government agency.) • One of the following valid, unexpired documents issued by the U.S. Department of Justice or U.S. Department of Homeland Security: <ul style="list-style-type: none"> – Employment Authorization card with photo (I-688 or I-766 series). – Permanent Resident or Resident Alien card (I-551 or I-151).* – Federal regulations (8 CFR Sec. 264.5) state that cards issued before age 14 are not valid if the cardholder is age 14 or older (unless the card expires before age 16). – Re-entry Permit/Refuge Travel Document (I-327, I-571). – Certificate of Naturalization (N-550, N-570, or N-578). – Certificate of Citizenship (N-560, N-561, or N-645). – United States Citizen Identification card (I-179 or I-197). – Northern Mariana Card (I-873).
--	---

	<p>– American Indian Card (I-872).</p> <p>SECONDARY DOCUMENTS:</p> <ul style="list-style-type: none"> • Another primary document. • Photo driver’s license, state identification card, or permit, issued by a U.S. state other than Minnesota, the District of Columbia, Guam, Puerto Rico, the U.S. Virgin Islands, or a Canadian province or territory, that is current or expired for five years or less. • U.S. social security card (nonmetal) or Canadian social insurance card. • Certified birth certificate from a government jurisdiction other than the U.S., the District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands. • Certified government-issued marriage certificate. • Certified U.S. or Canadian court order with full name and date of birth. • Certified secondary or post-secondary school transcript containing legal full name and date of birth. • Current secondary school (grades 7-12) student identification card with student’s name, photograph, and date of birth or unique identification number. • Government employee photo identification card from a jurisdiction in the U.S. or Canada. • Current identification card (DD-1173 or DD-214) issued by the U.S. Department of Defense. • Unexpired color-photo permit to carry a firearm or concealed weapon, issued by a U.S. police department or sheriff. • Current pilot’s license issued by the Federal Aviation Administration.
State residency	Not specified.
Change of Name	<p>Acceptable proof consists of:</p> <ul style="list-style-type: none"> • Certified marriage certificates. • Certified divorce decrees, or other certified court orders. • Divorce decrees or other court orders must specify the name change. <p>Your identity and name change documents need to show a clear link between your primary and secondary documents.</p>

8. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	Not clear.
Central Issuance	<input type="checkbox"/>	<input type="checkbox"/>	Minnesota is a central issuance state. Class D DL is valid for: - 4 yrs if age > 21 yrs. ID cards last 4 years. A MN resident cannot hold a DL and ID card at the same time.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A Minnesota driver's license, identification card, or instruction permit must have a full-face image. A full-face image is one where the face is not covered. A head covering is acceptable so long as it does not cover your face.
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Class D DL – \$24 ID card: ≤ 65 yrs old – \$18 > 65 yrs old – \$11
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test		<input checked="" type="checkbox"/>	
Written test		<input checked="" type="checkbox"/>	
Driving test		<input checked="" type="checkbox"/>	

9. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Does not require applicants to present a SSN card but to just know the number.

10. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

- The Minnesota Department of Public Safety Driver and Vehicle Services (DVS) Division has a signed interagency agreement between Public Safety and the Minnesota Department of Corrections (DOC).
 - This agreement allows the DOC to store DVS owned Image Capture equipment securely at the designated correctional facility.
 - Each correctional site has a Transition Coordinator that is in charge of scheduling with assigned DVS staff within 30 days to have the correctional inmates ID/DL applications processed by DVS staff.
 - The DOC staff is in charge of securing the area for the applications to process and set up the Image capture equipment and ensure that the inmates have the proper funds for the applications prior to DVS staff arriving.
 - Once the application process is finished that day, the applications are returned to the DVS Exam stations where they are the processed internally.
- Minnesota DVS utilizes mobile Image Capture Equipment, including the following:
 - Intel based Pentium PC with Microsoft Windows XP operating system
 - LCD computer monitor
 - Image capture device (ICD)
 - Software controlled light
 - Signature capture device (SCD) with pen
 - Portable Applicant backdrop
 - Batch numbering printer (one LaserJet and two dot-matrix)
 - Modem
 - All necessary peripheral equipment cabling and connections
 - Heavy-duty cases with carrying handles and protective foam liners

Risks and Barriers

- Risks
 - Employee Safety of DMV staff
 - Ensure DOC provides security staff
 - Equipment theft
 - Ensure that equipment is securely stored pre and post application process.
- Barriers:
 - Cost of equipment
 - Equipment presently used at DOC sites was procured and paid for by the Card Vendor contract DVS has. All other costs incurred for services provided at the correctional facilities (e.g. fuel, travel expenses) DVS receives reimbursement from the DOC.

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Minnesota
2. **Contact Agency:** Minnesota Dept. of Corrections
3. **Contact Details:** Tim Lanz, Facilities Reentry Manager, MN Department of Corrections
Timothy.J.Lanz@state.mn.us, (651) 361-7240
4. **Date:** 2/24/2010
5. **URL's used:** N/A
6. **Process for establishing proof of identity**

Requirements	YES	NO
Legal presence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SSN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
State residency	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- MN DOC processes DL (only renewals) and state ID cards for inmates.
- The application process is identical to what a regular citizen goes through. The only exception is that inmates are not allowed to check the voter registration box when they filled the application (i.e., because they have broken the law).

7. Inmate release process details

Requirement	Details
How far in advance of release is inmate notified of release date?	The State of MN uses “terminate sentencing,” which means that both the State and the inmate know the precise date of release. A determination is made as to whether or not the inmate will need a DL or a state ID card at the moment the inmate is admitted into a facility. This allows DOC to know precisely when they need to begin securing the necessary documentation for inmates that need a DL or an ID card.

Requirement	Details
<p>How do inmates obtain necessary documents to apply for ID/DL</p>	<p>DOC will request a birth certificate (BC) and a social security card (SSC) for those inmates that do not have them. Again, this is something that is determined as soon as the inmate is admitted to the facility. According to the DOC contact, a BC can take between 2-3 months to arrive after it has been requested. For inmates that have a short sentence period, this can be a problem because they can run out of time. DOC also struggles with inmates that state that they do not need either a DL/state ID card because a family member has it and then after a while they change their mind.</p> <p>Although it is unusual, sometimes the social security service will not issue a SSC to an inmate that has multiple SSCs (identify fraud). In this case, the inmate will have to meet in person with the social security service to correct the problem (if possible).</p>
<p>How do inmates make payments required for ID/DL?</p>	<p>The DOC uses resources generated by the inmates (basically a “pooled fund” referred to as the <i>inmate activity fee</i>) to pay for the application and postage when requesting a BC and for the postage to obtain a SSC (the SSC itself is free) because most of the inmates are broke on arrival. Using the <i>inmate activity fee</i> to pay for these fees eliminate potential complains from the general public about their money being used to support such a program.</p> <p>The main contributor to the <i>inmate activity fee</i> is the telephone service agreement that DOC has with a private provider. Inmates pay to be able to make phone calls to family and friends outside the facility and the service provider returns a portion of the fees to the DOC. Canteen money has also been used in the past for the purpose (a <i>canteen</i> is a store that sells toiletries, some food items, clothing, stationary supplies, etc. directly to inmates. There is no exchange of cash. Money to pay for the items is deducted from the inmate’s savings account at the facility.)</p>

Requirement	Details
Volume of inmates seeking ID prior to release	All inmates that qualify are allowed to get either a DL or a state ID card. In MN, a person that commits a felony is sent to a state facility. There are 10 significant facilities in the state (i.e., with more than 600 offenders; a couple have over 2,000 inmates) and 9 of them have the necessary equipment to process DL/state ID cards. The facility that does not have equipment is a maximum custody facility that only releases about 10 inmates per month, so it is not cost effective to have equipment there. However, MN has had a couple problematic releases there this year, where it would have been helpful for the exiting inmate to have ID, so they are currently having discussions with Driver Services about having equipment installed there in the future.
What happens if the inmate has outstanding fines or has defaulted on other responsibilities (e.g., child support)?	A DOC transition coordinator meets with the inmate to assess the situation and offer counseling. If due to outstanding fees or default on other responsibilities the inmate is unable to renew his/her DL, then the inmate is advised to at least obtain a state ID card.
Risks and Challenges	<ul style="list-style-type: none"> - Very labor intensive process. Needs continuous attention for the long haul. - There are numerous issues that need to be worked out on a daily basis with the DMV or social security service. - Make sure to implement software to track DL/state ID card applications, as well as request for BC and SSC. MN DOC did not do this at the beginning and it became a serious issue. Now they have software that keeps track of all of this for individual inmates.

8. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

- The MN Driver and Vehicle Services Division (MDVSD) and Department of Corrections (DOC) have had an interagency agreement (IAA) and process in place since 2002.
- The IAA allows the MN DOC to have MDVSD photo ID equipment at 9 of their major correctional facilities, so that offenders can secure state photo ID cards or renew DL during their confinement. This equipment is owned and maintained by MDVSD.
- MDVSD staff (typically one person) comes to each correctional facility on designated dates to operate the equipment and process the applications. The frequency at which this process is performed depends on volume. In some facilities is every month and in others is every other month. While there, the MDVSD staff typically processes between 20-30 applications.
- DOC staff coordinates the visits and assist offenders in securing pre-requisite documents (BC and SSC) in preparation for the application procedure.
- The process is as follows:
 - MN DOC has a BC and SSC on file for the inmate.
 - A payment has also been made by DOC through their inmate accounting office.
 - The MDVSD staff person verifies the identity of the inmate based on the original copies of both the birth certificate and the Social Security card made available by DOC. DOC stores the BC and SSC Social Security card in the inmate's base file in their records area and hold them until the day the inmate is released.
 - The MDVSD staff person verifies both the BC and the SSC.
 - A photo of the inmate is taken and transferred to MDVSD via a dedicated telephone line. No biometric checks are performed on the photo.
 - The DL/state ID card takes between 3-4 weeks to arrive at the DOC facility. This waiting period is the same for a regular citizen.
- The State of Minnesota releases approximately 9,000 offenders per year from their corrections facilities.
 - Last fiscal year (July 1, 2008 to July1 2009) a total of 1100 state photo ID and driver licenses renewals were processed.
 - Services have been expanded this current fiscal year, so they anticipate doing about 1300 this year.
- The number of Social Security cards and birth certificates that are secured for offenders are well above the photo ID numbers. A significant number of offenders, for a variety of reasons, get one or both of these documents during confinement, but then do not get the photo ID.
- Inmates occasionally have to use the facility address

- Driver services agency tells inmates to change this address as soon as they have an established address.
- The inmates are told that the rule is that the address should be changed from the facility address within 30 days of release, but this rule is not enforced.
- Transition coordinators at the correctional facilities do everything they can to not use the facility address. They counsel the inmate to use a family member's address if at all possible (an address they used to live at, an address their mail has been forwarded to during their confinement, parent or grandparent address, etc.). If the inmate is going to live at a halfway house, they can use that address. The only thing that is discouraged is using a girlfriend or boyfriend address. As a result, the facility address is used in a small percentage of instances.

MOBILE UNIT INFORMATION

- 1) Are the visits by MDVSD staff to correctional facilities to process applications initiated by DOC or DMV? In other words, is the MDVSD operating on a set visit schedule (either every month or every other month, as you told me on the phone) or a correctional facility requests the visit when they know they have enough inmates to process?

The visits are set up by mutual agreement between each correctional facility and the local Driver Services office that provides services at that location. The schedule is pretty much driven by when the facility has enough inmates to process. With some of our smaller facilities that don't process a lot of releases, that may only be every 6 or 8 weeks. With larger facilities, it occurs more frequently.

- 2) Do correctional facilities have any other type of equipment dedicated to this process other than photo ID equipment (e.g., computers, printers, etc.)?

No, there is no other equipment.

- 3) Are you at all familiar with the costs involved in equipping a correctional facility with the necessary equipment to support the process of issuing IDs to inmates prior to release?

Not sure of costs, but the equipment involved is just a standard desktop computer and monitor, camera, and desk top printer.

- 4) Do you have a dedicated area (or room) that is utilized to process the applications?

Each facility has a dedicated space. It's pretty minimal. Since the space is only used occasionally, it usually is multipurpose and the computer equipment is just locked up in a cabinet when not in use. Some facilities have the setup in small office. Others just use a corner of a bigger room. The photo backdrop has to be a particular color and texture, per Driver Services requirements. Some facilities just have it painted on the wall and others have a portable backdrop. The camera has to be set up about 6 feet from the backdrop. This is all dictated by Driver Services requirements, so that the setup is exactly the same as you would find in any Driver Services office in the community

- 5) Do you have any pictures of the room and equipment that you could share with us?

Sorry, the equipment and the backdrop are pretty unremarkable, so we have never bothered taking a photo of them.

One additional note. At several of our facilities, the volume of releases is pretty low, so we decided to make the equipment portable. We have a big suitcase with wheels and we put the computer tower and camera in that and move it back and forth between facilities, which saves a bit on equipment cost. However, I do not know that I would recommend this. We have found that the staff time it takes to move the equipment back and forth pretty much wipes out any cost savings on the equipment. Also, we have found that the equipment is sensitive and does not travel real well. If we had it to do over, we would permanently site the equipment and not move it around.

Another note. The Dept. of Corrections pays mileage costs for Driver Services staff to come to the correctional facilities. Driver Services just sends us an invoice for the expenses each quarter

of the year. We also agreed to pay meal costs for these staff if they travel sufficient distance, but as it turns out, the local Driver Services offices are all located pretty close to our various correctional facilities, so that has not been an issue.

INTERAGENCY AGREEMENT

Contract # DPS-1-0068

STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is between the Minnesota Department of Public Safety, Driver and Vehicle Services Division (DPS) and the Minnesota Department of Corrections (DOC).

Agreement

1. Term of Agreement

- 1.1 *Effective date:* January 1, 2010, or the date the DPS obtains all required signatures under Minnesota Statutes, Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* January 31, 2011, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Scope of Work

DPS and DOC will perform and provide all the duties, services, and tasks as specified under Exhibit A, which is attached and incorporated into of this agreement.

3. Consideration and Payment

A. Consideration for all services performed pursuant to this agreement will be as follows:

1. There will be no charge to the DOC for the Driver's License/Identification Card System equipment and all state inventories provided to the DOC by the DPS under this agreement. The Driver's License/Identification Card System equipment provided to the DOC by DPS is equipment obtained by the DPS for the duration of the Minnesota Department of Administration Contract # 432869 with L-1 Secure Credentialing, Inc, and that DPS is authorized to provide to DOC to perform these services.
2. In accordance with Exhibit A of this agreement, the DOC will remit to the DPS the driver license or identification card fee specified in Minnesota Statutes, Section 171.06, Subdivision 2, for each application accepted by the DOC, and a filing fee as specified in Minnesota Statutes, Section 171.061, Subdivision 4, for each application accepted by the DOC through out this agreement period.

B. Payment will be made by the DOC to the DPS in accordance with this agreement and Exhibit A of this agreement for necessary travel expenses incurred by DPS staff working on this project. Invoices shall be submitted in arrears by the DPS to the DOC and on a monthly basis. Payment will be made by the DOC within 30 days of the itemized invoice filed with DOC by DPS.

Payment to DPS is to be paid directly to:

Fund 200, Org, 7000, Appr., 711 Reporting Cat., _____ Revenue Source Code 6322-01.

4. Conditions of Payment

All services provided by DOC under this agreement must be performed to DPS' satisfaction, as determined at the sole discretion of the DPS' Authorized Representative.

5. Authorized Representative

The DPS' Authorized Representative is Joan Kopcinski, 445 Minnesota Street, Suite 183, St. Paul, MN 55101, telephone 651-201-7666, or her successor.

Page 1 of 2

Contract # DPS-I-0068

The DOC's Authorized Representative is Tim Lanz, ReEntry Program Manager, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219, telephone 651-603-0080, or his successor

6. Assignments

Neither the DOC nor the DPS shall assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.

7. Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

8. Liability

Each party will be responsible for its own acts and behavior and the results thereof.

9. Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

APPROVED:

1. DOC ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: Lineta Regelin PA# 8500-6702

Date: 12/29/09

3. MN DEPT. OF PUBLIC SAFETY

By: Mary B. Ellison
(with delegated authority)

Title: Deputy Commissioner

Date: 12/30/09

2. MN DEPT. OF CORRECTIONS

By: Chris Brangman
(With delegated authority)

Title: DEPUTY COMMISSIONER

Date: 12.30.09

Section 1. Terms.

For purposes of this Agreement the following terms apply.

1. "Applicant" means the incarcerated individual applying for a Minnesota Driver's License or Identification Card.
2. "Application" means an application made pursuant to Minnesota Statutes, Section 171.06, 171.07, 171.071 and Minnesota Rules parts 7410.0400 to 7410.0500 for a Minnesota Driver's License or Identification Card.
3. "Commissioner of Public Safety" means the Commissioner of the Minnesota Department of Public Safety.
4. "Commissioner of Corrections" means the Commissioner of the Minnesota Department of Corrections.
5. "Discontinuance" or "discontinue" means the immediate suspension or revocation of this agreement by the Minnesota Department of Public Safety.
6. "Inventory" means DPS - issued or required supplies and equipment necessary to accept applications for a Minnesota Driver's License or Identification Card such as applications, and the Driver's License/Identification Card System equipment.
7. "Next working day" means the 24 - hour period following the day applications were accepted at a DOC facility. A working day does not include a Saturday, Sunday, or legal holiday listed in Minnesota Statutes, Section 645.44, Subdivision 5.
8. "Site" means those DOC facilities specified in sections where applications will be accepted by DOC.
9. "Sufficient cause to believe" has the meaning given in Minnesota Rules, part 7404.0100, subpart 22.
10. "Vendor" means the L-I Secure Credentialing Inc, DPS' contractor under the Minnesota Department of Administration Contract # 432869 providing the Driver's License/Identification Card System equipment.

Section 2. Purpose.

The purpose of this agreement is to provide Driver's License/Identification Card System Image Capture Workstations in certain DOC facilities so that individuals incarcerated in DOC facilities can make application for a Minnesota Driver's License or Identification Card. The Driver's License/Identification Card System Image Capture Workstations are made available at DOC facilities at the times at which DVS Exam staff will come on site to process applications from individuals incarcerated in the DOC facilities named in this agreement.

Section 3. DOC's duties:

1. The Commissioner of Corrections will designate a DOC employee to be the DOC representative to manage this agreement and oversee the application process at all DOC sites. DOC shall inform DPS in writing who the designated employee shall be. Any change in the designated employee must be communicated to DPS in writing prior to the change.
2. The DOC must ensure that only DOC employees handle and set up the Driver's License/Identification Card System Image Capture Workstations equipment provided by DPS.
3. The DOC representative must request the DVS Exam staff services no less than one month in advance of the requested date for provision of the services.
4. The DOC site coordinators must provide DVS Exam staff with a list of the inmates who require Driver's License or Identification Card services. The list must include the applicant's full name, date of birth and the requested service whether new, duplicate or renewal of Driver's License or Identification Card.

5. Applications will be accepted only from individuals confined to DOC facilities. Applications will not be accepted from anyone else.
6. Applications will be accepted no less than 30 days and no more than 1 year before the scheduled date of the applicant's release from the DOC facility.
7. The DOC will reimburse the DPS for DPS Exam staff's mileage to and from the DPS' Exam staff's work station and the DOC facility for services that are provided under this agreement. Mileage rates will be paid to DPS in accordance with the applicable employee labor agreement. DOC will also reimburse DPS for DPS Exam staff's noon meal if it meets conditions set forth in the employee's applicable labor agreement.

Section 4. Application Fees.

1. Fees for each application shall be paid in accordance with the amount specified in Minnesota Statutes, Section 171.06, Subdivision 2 for a Minnesota Driver's License or Identification Card and for the filing fee specified in Minnesota Statutes Section 171.061, Subdivision 4.
2. The DOC must ensure that the available funding is available for each applicant prior to the submission of the applicant's Application to DVS.
3. The DOC will process payments of the applicant's Application fees and present payment to DVS Exam staff at the time that the Application is process and photograph is taken at the DOC facility. DVS Exam staff will be responsible for depositing the application fees into the designated depository.
4. Fee rebates are prohibited.
5. No application fee may be charged for a Minnesota state-issued document returned for correction due to an error made by DPS or the vendor.

Section 5. Sites.

1. The Driver's License/Identification Card System equipment provided by DPS will be set up by DOC employees at the DOC facilities in Lino Lakes, Saint Cloud, Shakopee, Moose Lake, Rush City, Willow River, Faribault, and Stillwater. DOC must provide in advance to DPS Exam staff the DOC facility name, full address, contact name and phone number, and location within the facility where applications will be accepted. Any change or additions to DOC facilities listed in this agreement must be requested by DOC in advance and in writing to DPS, and must be approved in writing by DPS' Authorized Representative prior to the change or additions.
 - The workstation housed in Moose Lake may be taken by DOC staff for use at the DOC Rush City Facility and Willow River Facility. DOC has provided luggage to transport the workstation equipment between facilities.
 - The workstation housed in Lino Lakes may be taken by DOC staff for use at the DOC Saint Cloud Facility. DOC will provide luggage to transport the workstation equipment from Lino Lakes correctional facility to Saint Cloud correctional facility.
2. DOC must coordinate with DPS Exam staff, the days and hours that any DOC facility will be used to accept applications. Any change to the days or hours must be approved by DPS prior to the change occurring.
3. Any maintenance or service to the Driver's License/Identification Card System equipment provided by DPS and performed by the vendor as per the vendor's contract # 432869 must be performed between Mondays through Fridays, during normal business hours, excluding state holidays.

Contract # DPS-I-0068

Exhibit A.
(Pages 3- 3)

4. The application site must have an area designated to receive applications. During the period when inventory is present, the application site must be secure and separated from the public, incarcerated individuals, unauthorized DOC employees, and unsupervised applicants.
5. Inventory must be maintained in a secure manner so it is not accessible to any individual other than those authorized by DPS Exam staff and DOC for access to inventory.
6. DOC will maintain a dedicated telephone line at each application site in the application area for the transmission of application data to the vendor. The line will be operated as a dedicated line and attached to the photo identification equipment whenever the photo identification and signature capture equipment is at the DOC facility.
7. Upon expiration of this agreement or effective termination date of this agreement, all inventory provided to the DOC by DPS for this project must be returned to DPS. Inventory provided to DOC must be accounted for. If DPS issued inventory is unaccounted for or damaged, then DOC is responsible for the replacement cost to DPS.
8. The area provided by DOC for the use of the photo identification equipment must provide for no less than five feet linear distance from the camera lens to the subject backdrop.
9. The application area must be handicapped accessible.

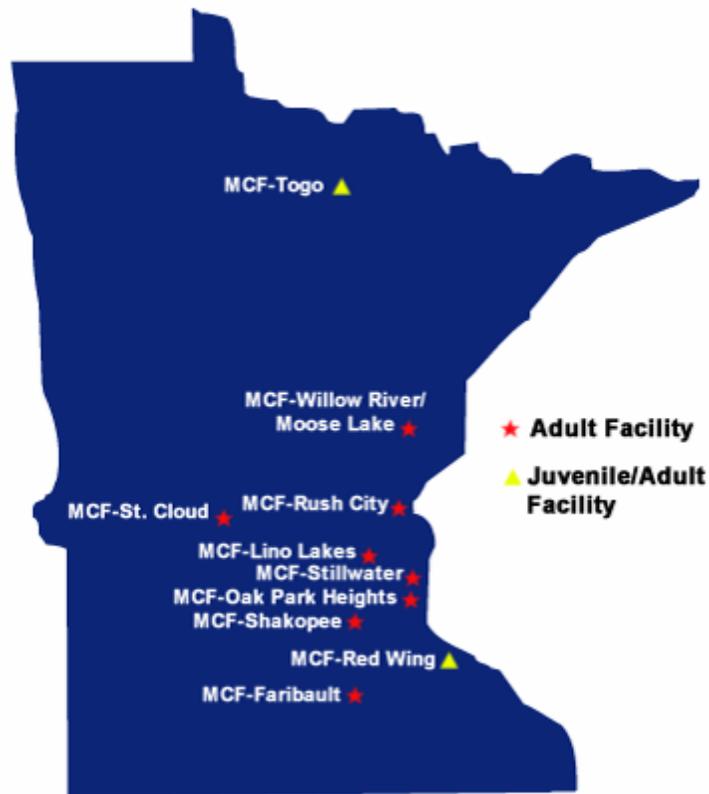
Section 6. Actions for failure to comply with this agreement

The failure of DOC or any designated employee of DOC responsible for the administration of this agreement to comply with the provisions of this agreement, the cited laws and rules, or any notice of payment or correction order issued by DPS is cause for discontinuance of this agreement.

(THE REMAINING PORTION OF THIS PAGE WAS INTENTIONALLY LEFT BLANK)

PRISON FACILITIES MAP

Minnesota Department of Corrections Prison Facilities



Adult Facilities

[MCF-Faribault](#)

[MCF-Lino Lakes](#)

[MCF-Oak Park Heights](#)

[MCF-Rush City](#)

[MCF-St. Cloud](#)

[MCF-Shakopee](#)

[MCF-Stillwater](#)

[MCF-Willow River/Moose Lake](#)

[\(CIP\)](#)

MISSOURI

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Missouri
2. **Contact details:** Norma Hensiek, Department of Revenue
3. **Date:** 3/3/10
4. **URL's used:** <http://www.dot.nd.gov/divisions/driverslicense/dlinfo.htm>
5. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Place of birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. **Acceptable forms of documentation for obtaining ID and DL**

Requirement	Acceptable Documentation
All	See Below

Documents Required to Obtain a Missouri Driver or Nondriver License or Instruction Permit



Applicants must present one or more documents in each of the following categories:

1 *NAME, DATE OF BIRTH, PLACE OF BIRTH:*

U.S. Citizen

- ❖ U.S. Birth Certificate – certified with an embossed, stamped or raised seal issued by a state or local government. (Hospital certificates are not acceptable.)
- ❖ U.S. Passport (valid or expired)
- ❖ U.S. Certificate of Citizenship, Naturalization or Birth Abroad
- ❖ U.S. Military Identification Card or Discharge Papers accompanied by a copy of U.S. Birth Certificate issued by a state or local government.

Non-U.S. Citizen

- ❖ Must present the appropriate immigration documents indicating the applicant's status.

Exemptions:

- ❖ **Applicants age 65 or older** renewing non-commercial driver or nondriver licenses are exempt from presenting documents for place of birth.
- ❖ **Applicants with a 15-year Missouri driving history** renewing a non-commercial driver or nondriver license, may obtain a one-year license. This one-year license is not renewable, however it does provide a full year to obtain the required documents.

If you have a Name Change:

Present one of the documents below showing your current name.

- Certified Marriage Certificate
- Certified Divorce Decree
- Certified Court Order
- Certified Adoption Papers or Amended Birth Certificate
- U.S. Passport
- Social Security Card/Medicare Card

2 *SOCIAL SECURITY NUMBER: (ALL Applicants)*

- ❖ Provide Social Security Number (verbally or by presenting card); or
- ❖ If a Social Security Number has not been assigned, the applicant must present a letter from the Social Security Administration (SSA) regarding the status of the applicant's Social Security Number.



3 *MISSOURI RESIDENTIAL ADDRESS: (ALL Applicants)* *(Self certification is allowed if documents are not available.)*

- | | |
|---------------------|---------------------------|
| ❖ Utility Bill | ❖ Voter Registration Card |
| ❖ Pay Check | ❖ Property Tax Receipt |
| ❖ Government Check | ❖ Housing Rental Contract |
| ❖ Mortgage Document | ❖ Bank Statement |

NOTE: A Post Office Box will not be allowed as a residential address.

Additional documentation may be required.

For more detailed information, visit our website at: www.dor.mo.gov

7. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	For most it is over the counter
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	For inmate applications it is central issuance since cards are not processed at application time. Some checks are done after applications are received and ID cards are sent to the DOC later.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Digital photo required. Used to check against other photos that may come up when entering a SSN.
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$11 for ID Variable fees for DL
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test	<input type="checkbox"/>	<input type="checkbox"/>	
Written test	<input type="checkbox"/>	<input type="checkbox"/>	
Driving test	<input type="checkbox"/>	<input type="checkbox"/>	
Digitized signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Signature taken and saved for future comparisons

IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	
SAVE (immigration documents)	
PDPS, CDLIS (driving records)	
Real-time database updates	
Batch processing	
DOC access or equipment	

8. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

Initially Missouri tried a number of manual processes to help inmates. They designed a voucher given to inmates to help them pay for fees after release. Getting to a DMV and getting required documents was their responsibility.

They transitioned to a new program where sets of equipment (camera similar to that used at DMV offices, a laptop with a special application that mimicked what a DMV employee would process for a regular customer, and a digital signature pad) were purchased (all by the dept. Of Revenue), and then moved to various correctional facilities. Missouri has 20 correctional facilities.

Inmates require the same documentation as any other person applying for an ID. The DOC assists inmates in obtaining required documentation (see list above).

The DOC meets with the inmates (they can be processed daily) and executes all of the application steps that would occur at the DMV. They take a digital photo and get a digital signature. All documentation is verified by DOC personnel and is not passed on (copies are not made). The application package is then sent electronically to the DMV. DOC personnel are trained by the DMV for this role. The DOC gets the \$11 fee from the inmate, or will pay the fee for the inmate.

Missouri is not a central issuance state but inmate IDs are handled in a central issuance manner. The DMV takes the application packets from the DOC and checks all information. They check if any other photos or aliases show up with the SSN on the application. If all passes the ID card is produced and mailed to the DOC.

DOC Interview

There system has been in place about 5 years. They help inmates get both in state and out of state birth certificates. There is one person who is dedicated to helping get birth certificates (funded by intervention funds). The DOC also has an agreement with the SSA to help get inmates SSNs.

Each facility has their own set of equipment except one of 21 facilities. There are DOC personnel at each facility trained to do the ID application. Right now the system for getting IDs is voluntary but 6 months prior to release the DOC works with the inmate to assist in getting a birth cert., SSN, and ID card. The staff that process IDs are just regular staff and their pay is absorbed into the regular staff funds.

The DOC will help pay for IDs and birth certificates if an inmate has less than \$250.

Intervention funds are for inmates who go out to work under supervision. They must pay the DOC \$30 a month for this privilege. The intervention funds are used to pay for birth certificates and ID fees.

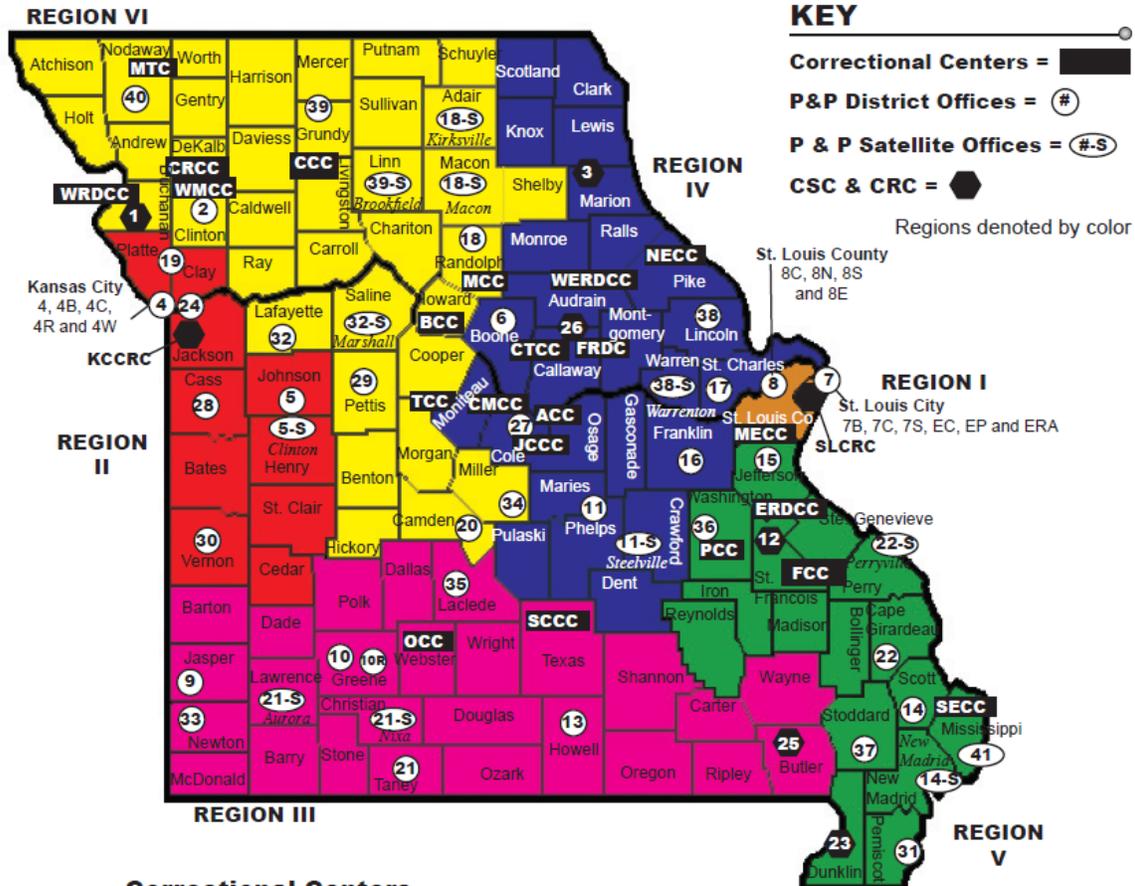
INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

- 1. State Name: Missouri**
- 2. Contact Details: Vevia Sturm**
- 3. Date: 3/9/10**
- 4. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC**

Inmates approved for release must have some address to use as a home address. That is worked out with the release person assigned to the inmate.

PRISON FACILITIES MAP

Correctional Institutions and Probation & Parole Offices



Correctional Centers

- ACC - Algoa Correctional Center, Jefferson City
- BCC - Boonville Correctional Center, Boonville
- BTC - Boonville Treatment Center, Boonville
- CMCC - Central Missouri Correctional Center, Jefferson City (temporarily closed)
- CCC - Chillicothe Correctional Center, Chillicothe
- CRCC - Crossroads Correctional Center, Cameron
- ERDCC - Eastern Reception, Diagnostic & Correctional Center, Bonne Terre
- FCC - Farmington Correctional Center, Farmington
- CTC - Community Therapeutic Center, Farmington
- FTC - Farmington Treatment Center, Farmington
- MATC - Mineral Area Treatment Center
- SRU - Social Rehabilitation Unit, Farmington
- FRDC - Fulton Reception & Diagnostic Center, Fulton
- CTCC - Cremer Therapeutic Community Center, Fulton
- KCCRC - Kansas City Community Release Center
- MTC - Maryville Treatment Center, Maryville
- MECC - Missouri Eastern Correctional Center, Pacific
- MCC - Moberly Correctional Center, Moberly
- NECC - Northeast Correctional Center, Bowling Green
- OCC - Ozark Correctional Center, Fordland
- PCC - Potosi Correctional Center, Potosi
- SCCC - South Central Correctional Center, Licking
- SECC - Southeast Correctional Center, Charleston
- TCC - Tipton Correctional Center, Tipton
- WMCC - Western Missouri Correctional Center, Cameron
- WRDCC - Western Reception, Diagnostic & Correctional Center, St. Joseph
- WRTC - Western Region Treatment Center
- WERDCC - Women's Eastern Reception, Diagnostic & Correctional Center, Vandalia

Probation and Parole District Offices

- | | |
|---|--|
| 1. St. Joseph Community Supervision Center (CSC) | 22. Cape Girardeau (Perryville Satellite) Center (CSC) |
| 2. Cameron | 23. Kennett Community Supervision Center (CSC) |
| 3. Hannibal Community Supervision Center (CSC) | 24. Independence |
| 4. Kansas City (5 offices) | 25. Poplar Bluff Community Supervision Center (CSC) |
| 5. Warrensburg (Clinton Satellite) | 26. Fulton Community Supervision Center (CSC) |
| 6. Columbia | 27. Jefferson City |
| 7. St. Louis City (6 offices) | 28. Belton |
| 8. St. Louis County (4 offices) | 29. Sedalia |
| 9. Joplin | 30. Nevada |
| 10. Springfield (2 offices) | 31. Caruthersville |
| 11. Rolla (Steelville Satellite) | 32. Lexington (Marshall Satellite) |
| 12. Farmington Community Supervision Center (CSC) | 33. Neosho |
| 13. West Plains | 34. Lake Ozark |
| 14. Sikeston (New Madrid Satellite) | 35. Lebanon |
| 15. Hillsboro | 36. Potosi |
| 16. Union | 37. Dexter |
| 17. St. Charles | 38. Troy (Warrenton Satellite) |
| 18. Moberly (Macon and Kirksville Satellites) | 39. Trenton (Brookfield Satellite) |
| 19. Liberty | 40. Maryville |
| 20. Camdenton | 41. Charleston |
| 21. Branson (Nixa and Aurora Satellites) | |
- KCCRC: Kansas City Community Release Center (CRC)
 SLCRC: St. Louis Community Release Center (CRC)

MONTANA

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Montana
2. **Contact details:** Patrick McJannet, DOJ / Motor Vehicle Division,
3. **Date:** 3/8/10
4. **URL's used:** <http://www.doj.mt.gov/driving/default.asp>
5. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Driver licensing fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Proof of Identity Date of Birth Legal Name	<p>The Montana Department of Justice, Motor Vehicle Division, accepts the following documents as proof of full legal name and age for people applying for a Montana driver license or identification card.</p> <p>You must provide two documents—either two primary documents, or one primary and one secondary document listed—to an examiner at a Montana driver license station.</p> <p>Acceptable Primary Documents</p> <ul style="list-style-type: none"> • a color photo driver license or identification card, not expired for more than four years, issued by a U.S. or Canadian jurisdiction • a certified birth certificate issued by a U.S. or Canadian jurisdiction <ul style="list-style-type: none"> ○ Note: a certified birth certificate typically has the registrar's unique seal (e.g., raised, embossed, impressed or multicolored), the registrar's signature and the date the certificate was filed with

Requirement	Acceptable Documentation
	<p style="text-align: center;">the registrar's office</p> <ul style="list-style-type: none"> • a certification from the U.S. Department of State or a U.S. embassy of the birth abroad of a U.S. citizen (Consular Report of Birth Abroad, form FS-240 or Certification of Report of Birth, form DS-1350) • a digital identification card issued to the applicant by a federally recognized Indian tribe whose reservation is located in Montana, that contains the applicant's digitized image, date of birth and tribal enrollment number • an unexpired military identification card issued by the U.S. Department of Defense (active duty, reserve, retired personnel or dependent of active duty personnel) that contains a color photo or digitized image of the applicant and the applicant's date of birth • a valid, unexpired passport issued by the U.S. Department of State or the Canadian government • a valid, unexpired passport card issued by the U.S. Department of State • a valid, unexpired passport issued by a jurisdiction other than the U.S. or Canada and either: <ul style="list-style-type: none"> ○ an attached U.S. Citizenship and Immigration Services (USCIS) record of arrival and departure, form I-94 (same name with an un-expired endorsement of the nonimmigrant status) or ○ an un-expired resident permanent resident I-551 stamp • one of the following valid, un-expired documents issued by the USCIS: <ul style="list-style-type: none"> ○ certificate of naturalization, form N-550, N-570 or N-578 ○ certificate of citizenship, form N-560, N-

Requirement	Acceptable Documentation
	<p data-bbox="846 233 1019 264">561 or N-645</p> <ul style="list-style-type: none"> <li data-bbox="800 300 1373 405">○ Northern Mariana card, form I-551 with "Northern Mariana" imprinted instead of "permanent resident" <li data-bbox="800 436 1360 541">○ American Indian card, form I-551 with "American Indian" imprinted instead of "permanent resident" <li data-bbox="800 573 1349 636">○ U.S. citizen identification card, form I-179 or I-197 <li data-bbox="800 667 1308 699">○ permanent resident card, form I-551 <li data-bbox="800 730 1341 804">○ temporary resident identification card, form I-688 <li data-bbox="800 835 1260 867">○ U.S. re-entry permit, form I-327 <li data-bbox="800 898 1312 930">○ refugee travel document, form I-571 <li data-bbox="800 961 1357 1035">○ employment authorization card, form I-688A, I-688B or I-766, or <li data-bbox="800 1066 1365 1203">○ record of arrival and departure, stamped "refugee", form I-94 without a valid passport but stamped "refugee" with a photo affixed <ul style="list-style-type: none"> <li data-bbox="703 1234 1357 1381">• a U.S. or Canadian-issued instruction, learner's driving permit or receipt of driver license or permit, if it is current and contains the applicant's photo and date of birth <li data-bbox="703 1413 1382 1591">• a prison inmate identification card issued to the applicant by the Montana Department of Corrections that contains a photo or digitized image of the applicant and the applicant's date of birth and adult offender number <li data-bbox="703 1623 1349 1801">• an emergency identification photo issued and certified by the driver licensing authority of a U.S. or Canadian jurisdiction that includes the applicant's name and date of birth - not acceptable for mail renewals or mail duplicates <p data-bbox="654 1822 1122 1854">Acceptable Secondary Documents</p>

Requirement	Acceptable Documentation
	<ul style="list-style-type: none"> • a second primary document • an original U.S. social security card or Canadian social insurance card • a certified copy of a marriage certificate or license issued by a government jurisdiction • a U.S. or Canadian driver license or identification card that has been expired for more than one year but not more than five years • a current U.S. or Canadian government jurisdiction employee photo identification card • a U.S. or Canadian driver license or identification card that is current but does not have a color photograph • a certified copy of a court order or judgment from a U.S. or Canadian court of competent jurisdiction containing the applicant's full legal name and date of birth • any USCIS document approved as a primary document, but that is not expired for more than one year • a certified copy of a birth certificate issued by a jurisdiction other than by a state, territory or possession of the United States, the District of Columbia, or the Commonwealth of Puerto Rico or a province or territory of Canada • a certification of release of discharge issued by the U.S. Department of Defense • a Medicare, Medicaid or health insurance card with the applicant's name and individual Medicare, Medicaid or health insurance identification number • an un-expired, color photo firearm or concealed weapon permit issued by a chief of police in an organized, full-time police department or the county sheriff in a local jurisdiction within the U.S.

Requirement	Acceptable Documentation
	<ul style="list-style-type: none"> • a current pilot's license issued by the U.S. Department of Transportation, Federal Aviation Administration • a certified copy of school records or a transcript containing the applicant's full name and, preferably, date of birth and issued by an elementary, secondary or postsecondary school • a certificate of completion of a Montana department-approved traffic or driver's education course containing the applicant's name and date of birth • a current school photo identification card with the student's name and student identification number • a certified copy, fax or photocopy of a certified copy of the birth certificate of the applicant's child, if the certificate lists the applicant's name and date of birth as parent
Legal Presence	<p>Beginning in December 2005, the Motor Vehicle Division implemented the "authorized presence" requirements enacted by the 2005 Legislature. Under <u>61-5-105(10)</u> of the Montana Code Annotated, individuals who apply for a Montana driver license must provide proof that their presence in the United States is authorized under federal law – that is, they must prove that they are either a U.S. citizen or legally authorized to be in the U.S.</p> <p>Driver licenses no longer simply indicate that someone can safely operate a motor vehicle. In today's society, a driver license is widely used to verify a person's identity and may be required for everything from opening a bank account to cashing a check. Given these incidental uses and Homeland Security measures, policy makers have become increasingly concerned that driver licenses be issued only to individuals who can prove that their presence in the U.S. is authorized.</p> <p>When is Proof of Authorized Presence Required?</p> <p>Applicants must provide documentation meeting the authorized presence requirements in each of the</p>

Requirement	Acceptable Documentation
	<p data-bbox="656 233 922 268">following situations:</p> <ul data-bbox="704 296 1377 758" style="list-style-type: none"> <li data-bbox="704 296 1377 443">• New applicant or applicant new to Montana – all new applicants, excluding those who are applying for an upgrade to a current Montana driver license <li data-bbox="704 470 1377 579">• Applicant applying after a revocation or cancellation – any person whose driver license has been revoked or canceled <li data-bbox="704 606 1377 758">• Applicant whose driver license has expired and is beyond the grace period – any person whose driver license has expired and is beyond the three-month grace period <p data-bbox="656 785 1365 932">Please check the list of documents accepted as <u>proof of authorized presence</u>. The Motor Vehicle Division does not accept out-of-state driver licenses or identification cards as proof of authorized presence.</p> <p data-bbox="656 947 1235 1020">When is Proof of Authorized Presence Not Required?</p> <p data-bbox="656 1035 1295 1108">Proof of authorized presence is not required in the following situations:</p> <ul data-bbox="704 1136 1377 1692" style="list-style-type: none"> <li data-bbox="704 1136 1377 1283">• License renewal – applicants renewing their existing Montana driver license six months before or within three months after the expiration date <li data-bbox="704 1310 1377 1419">• Commercial upgrades – individuals who apply for an upgrade to a current Montana driver license <li data-bbox="704 1446 1377 1556">• Replacement (duplicate) license – any applicant applying for a replacement of a valid license <li data-bbox="704 1583 1377 1692">• Reinstatement of a suspended license – any individual whose existing Montana driver license has been suspended and reinstated again <p data-bbox="656 1724 1377 1860">A driver license issued to a person who is a foreign national and whose presence in the U.S. is temporarily authorized must expire no later than the expiration date of the official document issued to the person by the U.S.</p>

Requirement	Acceptable Documentation
	<p data-bbox="656 233 1268 268">Citizenship and Immigration Services (USCIS).</p> <p data-bbox="656 285 969 321">Acceptable Documents</p> <p data-bbox="656 338 1349 407">Montana accepts the following documents as proof of authorized presence:</p> <ul data-bbox="704 436 1377 1850" style="list-style-type: none"> <li data-bbox="704 436 1377 617">• an original or certified copy of a birth certificate issued by a U.S. or Canadian jurisdiction. (To obtain a certified copy of your birth certificate, contact <u>VitalChek</u> or, for Montana birth certificates, the <u>Office of Vital Statistics</u>.) <li data-bbox="704 646 1377 827">• a certification from the U.S. Department of State or a U.S. embassy of the birth abroad of a U.S. citizen (Consular Report of Birth Abroad, form FS-240 or Certification of Report of Birth, form DS-1350) <li data-bbox="704 856 1377 926">• a valid, unexpired passport issued by the U.S. Department of State or Canadian jurisdiction <li data-bbox="704 955 1377 1024">• a valid, unexpired passport card, issued by the U.S. Department of State <li data-bbox="704 1054 1377 1514">• a valid, unexpired passport issued by a jurisdiction other than the U.S. or Canadian jurisdiction with: <ul style="list-style-type: none"> <li data-bbox="802 1199 1377 1379">○ an attached U.S. Citizenship and Immigration Services (USCIS) record of arrival and departure (form I-94) (same name with an unexpired endorsement of the nonimmigrant status) <li data-bbox="850 1381 894 1417">OR <li data-bbox="802 1446 1377 1514">○ an unexpired permanent resident I-551 stamp <li data-bbox="704 1543 1377 1612">• a valid, unexpired certificate of naturalization (form N-550, N-570 or N-578) <li data-bbox="704 1642 1377 1711">• a valid, unexpired certificate of citizenship (form N-560, N-561 or N-645) <li data-bbox="704 1740 1377 1850">• a valid, unexpired Northern Mariana card (form I-551) with "Northern Mariana" imprinted instead of "permanent resident"

Requirement	Acceptable Documentation
	<ul style="list-style-type: none"> • a valid, unexpired American Indian card (form I-551) with "American Indian" imprinted instead of "permanent resident" • a valid, unexpired U.S. Citizen identification card (form I-179 or I-197) • a valid, unexpired permanent resident card (form I-551) • a valid, unexpired temporary resident identification card (form I-688) • a valid, unexpired U.S. re-entry permit (form I-327) • a valid, unexpired refugee travel document (form I-571) • a valid, unexpired employment authorization card (form I-688A, I-688B or I-766) • a valid, unexpired record of arrival and departure, stamped "refugee" (form I-94) without a valid passport but stamped "refugee" with a photo affixed • a digital identification card issued to the applicant by a federally recognized Native American Tribe whose reservation is located in Montana, that contains a digitized image of the applicant, the applicant's date of birth and tribal enrollment number <p style="text-align: center;">Proof of Social Security Number</p> <p>You may provide one of the following documents as proof of your Social Security number:</p> <ul style="list-style-type: none"> • your Social Security card • a payroll check stub • a filed State or Federal Income Tax form • a W-2 Wage and Tax Statement • military DD-214 papers that show your Social Security number

Requirement	Acceptable Documentation
State residency	<p data-bbox="654 285 1370 688">Upon original application for a driver license, an applicant must present evidence of the applicant's Montana residence address. A Montana residence or street address must be provided; if the applicant does not receive mail at the residence or street address, a Montana post office box or mailing address also must be provided. The department accepts the following documents as evidence of a Montana residence address, provided the document shows the applicant's name and Montana residence address as it appears on the driver license application.</p> <p data-bbox="654 709 967 741">Acceptable Documents</p> <ul data-bbox="704 758 1370 1887" style="list-style-type: none"> <li data-bbox="704 758 1370 827">• any primary or secondary document as listed in Administrative Rules of Montana <u>23.3.131</u> <li data-bbox="704 856 1370 926">• a U.S. or Montana income tax return for the previous year <li data-bbox="704 955 1370 987">• a Montana voter registration card <li data-bbox="704 1016 1370 1127">• a receipt for personal or real property taxes paid within the last year to the state of Montana or a Montana county <li data-bbox="704 1157 1370 1226">• a current automobile or life insurance policy or statement <li data-bbox="704 1255 1370 1367">• a certified copy of school records issued by the school the applicant is attending or attended within four months of the application <li data-bbox="704 1396 1370 1654">• a written statement from the applicant's parent, guardian or adult child that the applicant resides at the same address as the parent, guardian or adult child, along with a copy of a document permitted under this rule that shows the Montana residential address of the applicant's parent, guardian or adult child <li data-bbox="704 1684 1370 1822">• the original copy of a rental agreement or rent payment receipt signed by the landlord or rental agent that includes the applicant's name and residential address <li data-bbox="704 1852 1370 1887">• home mortgage or equity loan papers showing

Requirement	Acceptable Documentation
	<p>the applicant's name and residential address – a rural address will be accepted when there is no other physical address</p> <ul style="list-style-type: none"> • any of the following, dated or issued not more than four months prior to application: <ul style="list-style-type: none"> ○ a payroll check or payroll check stub ○ a bank statement ○ a utility bill or utility hook-up order ○ canceled mail addressed to the applicant • if the applicant is homeless, a descriptive address of the location where the applicant actually resides, e.g., "under the west end of the East Street bridge." The applicant must also provide a separate mailing address and present a written statement from a social service agency on the agency's letterhead verifying the applicant's homeless status and the descriptive address given by the applicant

7. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Motor Vehicle Division issues identification cards only to Montana residents. Identification cards can be obtained at your local driver exam station.</p> <p>Rural Locations with Driver Exam Services – In rural locations, people who need to obtain or renew a driver license first pay for the license at their county treasurer's office. The county treasurer gives them a receipt, which they present to the driver examiner.</p> <p>Rural Counties without Driver Exam Services – There are some</p>

Requirement	ID	DL	Details
			<p>rural counties in which driver exam services are not available:</p> <p>Carter Golden Judith Petroleum Treasure Garfield Valley Basin Prairie Wibaux Jefferson Madison n</p> <p>To get or renew a license, residents of these counties may pay for and take their driver exams at one of the stations where a pre-paid receipt is not required.</p>
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A paper temporary ID card or Driver license with photo is issued over the counter.

Requirement	ID	DL	Details, including cycle or lead times																																													
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A new photo is taken for all issuance transactions (new, renewal, replacement)																																													
Biometric checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Facial Recognition software compares new photo with the most recent photo of applicant's record.																																													
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	NA																																													
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<table border="1"> <thead> <tr> <th>Customer Age (years)</th> <th>Driver Licensing Fee</th> <th>Length of Driver License (years)</th> </tr> </thead> <tbody> <tr><td>14</td><td>\$35.50</td><td>7</td></tr> <tr><td>15</td><td>\$30.50</td><td>6</td></tr> <tr><td>16</td><td>\$25.50</td><td>5</td></tr> <tr><td>17</td><td>\$20.50</td><td>4</td></tr> <tr><td>18</td><td>\$15.50</td><td>3</td></tr> <tr><td>19</td><td>\$10.50</td><td>2</td></tr> <tr><td>20</td><td>\$5.50</td><td>1</td></tr> <tr><td>21-67</td><td>\$40.50</td><td>8</td></tr> <tr><td>68</td><td>\$35.50</td><td>7</td></tr> <tr><td>69</td><td>\$30.50</td><td>6</td></tr> <tr><td>70</td><td>\$25.50</td><td>5</td></tr> <tr><td>71</td><td>\$20.50</td><td>4</td></tr> <tr><td>72</td><td>\$15.50</td><td>3</td></tr> <tr><td>73</td><td>\$10.50</td><td>2</td></tr> </tbody> </table>	Customer Age (years)	Driver Licensing Fee	Length of Driver License (years)	14	\$35.50	7	15	\$30.50	6	16	\$25.50	5	17	\$20.50	4	18	\$15.50	3	19	\$10.50	2	20	\$5.50	1	21-67	\$40.50	8	68	\$35.50	7	69	\$30.50	6	70	\$25.50	5	71	\$20.50	4	72	\$15.50	3	73	\$10.50	2
Customer Age (years)	Driver Licensing Fee	Length of Driver License (years)																																														
14	\$35.50	7																																														
15	\$30.50	6																																														
16	\$25.50	5																																														
17	\$20.50	4																																														
18	\$15.50	3																																														
19	\$10.50	2																																														
20	\$5.50	1																																														
21-67	\$40.50	8																																														
68	\$35.50	7																																														
69	\$30.50	6																																														
70	\$25.50	5																																														
71	\$20.50	4																																														
72	\$15.50	3																																														
73	\$10.50	2																																														

Requirement	ID	DL	Details, including cycle or lead times												
			<table border="1"> <tr> <td>74</td> <td>\$5.50</td> <td>1</td> </tr> <tr> <td>75 & older</td> <td>\$20.50</td> <td>4</td> </tr> </table> <table border="1"> <thead> <tr> <th>Type of Driver Licensing Service</th> <th>Driver Licensing Fee</th> <th>Number of years valid</th> </tr> </thead> <tbody> <tr> <td>Montana Identification (ID) Card</td> <td>\$8.00</td> <td>4</td> </tr> </tbody> </table>	74	\$5.50	1	75 & older	\$20.50	4	Type of Driver Licensing Service	Driver Licensing Fee	Number of years valid	Montana Identification (ID) Card	\$8.00	4
74	\$5.50	1													
75 & older	\$20.50	4													
Type of Driver Licensing Service	Driver Licensing Fee	Number of years valid													
Montana Identification (ID) Card	\$8.00	4													
ID exchange	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Replacement ID's												
Vision test	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
Written test	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
Driving test	<input type="checkbox"/>	<input checked="" type="checkbox"/>													

8. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	We do a batch comparison with SSA every couple of years. We have not implemented real-time SS# with SSOLV yet.
SAVE (immigration documents)	Not at this time
PDPS, CDLIS (driving records)	PDPS/CDLIS check is done on all new and renewal driver license applications.
Real-time database updates	Creation and updates to driving records is real time
Batch processing	L-1 issues ID's and DL's. Temporary, paper IDs/DLs issued by field office
DOC access or equipment	Yes, to issue Montana ID cards
Driver license Testing	DOC has the ability to administer knowledge and skills tests for a Montana driver license.

9. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

Driver License Coordinator (DLC) with DOC has equipment owned and maintained by the Motor Vehicle Division to process and issue Montana Identification cards. The coordinator has limited access to Montana driving records that is required to process cards through the Image Capture Work Station and to administer knowledge tests. The coordinator reviews documentation, application, and takes photo. All cards are mailed to coordinator from print farm

for proper distribution. DLC transports equipment in rental car. Equipment placed in trunk. DLC uses a dolly to transport from car to facility. A dedicated office exists in most facilities, but has a shared office in two locations. DLC shares with intake and parole offices at these two facilities.

There are three MOUs in place that guide the administration of MT IDs and DLs. The program has been in place for approximately 1.5 years. The DLC has all of the equipment necessary to process both IDs and DLs. The DLC travels to state prisons, regional or private prisons and treatment centers to issue IDs/DLs. A drop line has been installed in each facility to allow the DLC system access. More than 50% of released inmates are getting IDs at this time. The program is paid for by Montana Department of Corrections through general funds. At this time there is only one DLC for the entire state. The DLC processes both IDs and DLs. All aspects of DLs (knowledge test, vision test, and drive test) are conducted by DLC. DLs are limited to a fewer number of locations since the drive test is not allowed to take place on public roads. DOC also currently helps inmates who have had CDL's get physicals needed to renew their CDL, upon release.

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name: Montana**
2. **Contact Details: Leslie Black and Gayle Lambert**
3. **Date: April 2, 2010**
4. **URL's used: <http://www.cor.mt.gov/default.mcp>x**
5. **Process for establishing proof of identity**

Requirements	YES	NO
Legal presence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Inmate release process details

Requirement	Details
How many inmates are there in your state?	From January 2009 – January 2010 approximately 1,500
What is the number of inmates released monthly and/or annually?	Estimated at 3,000 per year.
What are the geographical locations of your prisons?	Two state prisons (one for men and one for women). Also provide ID/DL services for 7 other prisons or

Requirement	Details
	treatment centers located across state. See Section 7 for details.
How far in advance of release is inmate notified of release date?	Each inmate is entitled by state law to one free ID. They try to provide ID to inmate approximately one year prior to release. IDs are valid for 4 years.
Do you have any pre-release education/training for inmates? If so, please describe	No information available.
How do inmates obtain the necessary documents to apply for ID/DL	The DLC has a birth certificate request application for every state on file in pdf form. The DOC-issued ID serves as one form of identification. The DOC ID has a digital picture and a system (Offender Management Information System, OMIS) is used.
What processes exist for storing documents for inmates?	No information available.
How do inmates make payments required for ID/DL?	State law requires that a designate agent must provide MT ID cards to all inmates who are eligible for a card as a result of imminent release, discharge or parole from state prisons or treatment centers
How is identity of a new inmate confirmed?	The same as other citizens except that DOC ID is accepted as form of identification.
How is identity of released inmate confirmed?	No information available
What is the volume of inmates seeking ID's and/or DL's prior to release?	Processed 1,500 from January 2009 – January 2010. Estimated to be more than 50% of released inmates.
Are there different populations for inmates in terms of how readily available documentation and/or payment is? If so what are the percentages?	No. The only issue noted to date is for female prisoners. Often times the name of the prisoner does not match what has been documented, due to marriages. MT allowed previously for common law marriages and did not require documentation, so name on file with DMV cannot be matched to birth certificates or other legal documents.

7. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

Montana State Prison is located in the Deer Lodge valley approximately 3.5 miles west of the town of Deer Lodge. The institution is designated to maintain a population of 1300 adult male offenders that are classified to one of six custody levels (Max, Close, Medium I, Medium II, Minimum I and Minimum II). There are approximately 600 employees of which 318 are uniformed staff. The physical plant consists of three compounds, Max, High Side, and Low Side which are contained within a 68 acre double fenced perimeter. Montana State Prison utilizes a unit management structure that is ultimately managed by a warden, a deputy warden and two associate wardens. Outside the fenced perimeter is an 80 bed Work Dorm that houses minimum custody inmates that work on a 35,000 acre ranch and dairy program operated by Montana Correctional Enterprises.

Montana Women's Prison in Billings houses approximately 265 adult female offenders and has partial responsibility for 245 more. More than 90 percent of inmates at MWP are involved in educational or vocational programs and nearly all participate in a parenting program, staffed by volunteers, where they learn prenatal skills, infant care, adolescent behavior and more. The volunteers also assist and lend support at the hospital when inmates give birth. Montana Women's Prison maintains a staff of close to 90 people including contract personnel.

Use of regional and private prisons represents a three-way public safety partnership among the State of Montana, three counties, and private industry. This partnership gives the state innovative operations in managing inmate population and placement. The Department of Corrections has developed and implemented a comprehensive monitoring process to ensure that obligations of the prison contracts are met. The goal of the monitoring process is more uniformity within the system. Stringent contract compliance improves public safety and assures cost control. Key to the success of the program are monitors at each facility, who report to the Bureau chief. Annual audits of each facility are completed by the DOC internal auditor and security manager, personnel from MSP and MWP, and representatives of regional and private prisons. This team checks for compliance in food service, medical care, programming, security and administrative duties. Plans for improvement are then developed.

Crossroads Correctional Center (512 males)
50 Crossroads Drive; Shelby, MT 59474

Cascade County Regional Prison (152 males)
3800 Ulm North Frontage Road; Great Falls, MT 59404

Dawson County Correctional Facility (144 males)
440 Colorado Blvd.; Glendive, MT 59330

Missoula Assessment and Sanctions Center (144 males)
2340 Mullan Road; Missoula, MT 59808

**MEMORANDUM OF UNDERSTANDING BETWEEN MONTANA CORRECTIONAL
ENTERPRISES AND DEPARTMENT OF JUSTICE MOTOR VEHICLE DIVISION,
FIELD OPERATIONS BUREAU**

COOPERATIVE DRIVER TESTING PROGRAM

Montana Correctional Enterprises, 350 Conley Lake Road, Deer Lodge, Montana, (hereinafter referred to as MCE), in cooperation with, and oversight from, the Field Operations Bureau of the Department of Justice, Motor Vehicle Division (hereinafter referred to as DMV), will be providing Montana State Identification Card services and class D original license services to qualifying offenders housed in Department of Corrections owned and contracted correctional facilities.

MCE has been providing driver's services to offenders since 1986, and has qualified as a special test site under State code since 1998. MCE ensures that the offenders have all required documentation prior to providing driver's services. In addition, MCE administers the written and practical driving test at locations that have been approved by DMV.

MCE has been providing Montana State Identification Card services since 2008. MCE ensures that offenders have all required primary and secondary documentation needed for the issuance of the Identification Card. The goal of this program is to have the identification cards issued prior to an offender's release from incarceration which will put fewer burdens on the Driver's Services offices around the state and assist in successful transition of offenders back to society.

Only MCE employees who are authorized agents of DMV, have the authority to administer the driver's testing services and the Montana State Identification card process. All authorized agents will have completed the required training and certification as required by the DMV. The listing of authorized agents will be found on Attachment A.

MCE agrees to follow State of Montana laws pertaining to these services as well as DMV rules and regulations that govern issuance of State of Montana Identification cards and driver testing and licensure.

Both DMV and MCE agree that the Department of Correction's Offender Management Information System (OMIS) is an authorized primary documentation source to be used only by the MCE Authorized Agents for the issuance of State of Montana Identification cards and Driver Licenses.

DMV and MCE will work together to ensure that regular audits of the Identification Card and Driver's Services program are conducted.

**MEMORANDUM OF UNDERSTANDING BETWEEN MONTANA
DEPARTMENT OF JUSTICE AND MONTANA DEPARTMENT OF
CORRECTIONS**

IMPLEMENTATION OF AUTOMATED TESTING BY MCE

This memorandum outlines the understanding between the Montana Department of Justice (DOJ), acting through its Motor Vehicle Division (MVD), and the Montana Department of Corrections (DOC), acting through its Montana Correctional Enterprises (MCE), concerning upgrade of testing processes used by MCE under the cooperative driver testing program provided by MCE to inmates of Montana correctional facilities.

1. Authority. Pursuant to Mont. Code Ann. § 61-3-116 , DOJ/MVD has previously authorized DOC/MCE to act as its agent, in a cooperative driver testing program, to administer standardized knowledge tests to inmates who are applying for a Montana driver's license. To date, DOC/MCE has only used pen and paper tests provided by DOJ/MVD to perform this service.

With the July, 2008 implementation of DOJ/MVD's integrated driver licensing issuance system provided by L-1 Identity Solutions Operating Company (L-1 Card Production System), under State of Montana IT Contract DOJ07-13860 (L-1 contract), DOJ/MVD can conduct automated knowledge testing of driver license applicants, using either a fixed kiosk testing station or a portable testing station, and electronically record and transmit the testing results to the L-1 Card Production System.

By this agreement, DOJ/MVD authorizes DOC/MCE to conduct the knowledge tests on a portable automated testing station using the L-1 Card Production System. This authority, as a component of the existing cooperative driver testing program, extends only to the testing of inmates, applying for a MT driver license, while housed at the Montana State Prison at Deer Lodge, the Montana Women's Prison at Billings, or any regional or private prison or treatment center under placement contract with DOC.

2. DOC/MCE Responsibilities. Beginning January 1, 2009, DOC/MCE will use DOJ/MVD's integrated driver licensing issuance system provided by L-1 Identity Solutions Operating Company (L-1 Card Production System), under State of Montana IT Contract DOJ07-13860 (L-1 contract), to conduct all knowledge tests of inmates under its authorized cooperative driver testing program.

The MCE Driver Licensing Coordinator (DLC) will be responsible for performing all duties associated with the administration of automated knowledge tests to inmates by DOC/MCE, using the L-1 Card Production System. The DLC may only perform these duties on-site at one of the prisons or treatment centers recognized under this Agreement.

The DLC will follow all DOJ/MVD Field Operations Bureau rules, regulations, policies and procedures governing automated testing protocols for MT driver licenses.

3. DOJ/MVD Responsibilities. DOJ/MVD will provide DOC/MCE and the DLC with a copy of all Field Operations Bureau rules, regulations, policies and procedures related to automated knowledge testing of driver license applications. DOJ/MVD will periodically review and/or audit the DLC's compliance with the rules, regulations, policies and procedures governing the automated knowledge testing of inmates who are MT driver license applicants.

DOJ/MVD will train the DLC on the use of the automated testing station within the L-1 Card Production System. Such training may be conducted in conjunction with other training provided by DOJ/MVD to the DLC for issuance of MT IDs to inmates.

4. Purchase of Equipment, Maintenance and Security. DOC/MCE will purchase the following equipment from MVD, at the following price as set in the L-1 Contract:

Portable Automated Testing System (ATS) Test Tablet PC \$11,148.14

MPC Gateway Notebook E-295C

The portable ATS Unit purchased by DOC/MCE from DOJ/MVD will receive the same maintenance and support as units delivered to DOJ/MVD under the L-1 Contract.

DOC/MCE will be responsible for ensuring and maintaining the physical security of all equipment used to conduct and record automated knowledge tests under this agreement.

5. Liaisons. DOJ/MVD and DOC/MCE appoint the following individuals as liaisons for purposes of implementing, coordinating, overseeing, and if required, negotiating revisions to, this agreement. The liaison may be changed by written notice to the other party. Liaisons appointed are:

DOJ/MVD
DOC/MCE

Kristine Thatcher
Larry Burke

6. Entire Agreement. This memorandum contains the entire agreement of the parties.

Any enlargement, alteration or modification of this agreement requires a written amendment signed by both parties.

The parties, through their authorized agents, have executed this MOU in duplicate originals on the dates set forth below.

MEMORANDUM OF UNDERSTANDING BETWEEN MONTANA DEPARTMENT OF JUSTICE AND MONTANA DEPARTMENT OF CORRECTIONS

ISSUANCE OF MONTANA IDENTIFICATION CARDS BY MCE

This memorandum outlines the understanding between the Montana Department of Justice (DOJ), acting through its Motor Vehicle Division (MVD), and the Montana Department of Corrections (DOC), acting through its Montana Correctional Enterprises (MCE), concerning MCE's processing and issuance of Montana identification cards (MT ID cards) to certain inmates of Montana correctional facilities.

1. Appointment and Authorization. Pursuant to Mont. Code Ann. §§ 61-12-503 and -504, DOJ/MVD appoints DOC/MCE as its agent to issue MT ID cards to inmates who are eligible for a card as a result of the inmate's imminent release, discharge or parole from the Montana State Prison at Deer Lodge, the Montana Women's Prison at Billings, or any regional or private prison or treatment center under placement contract with DOC, currently including, but not limited to, Crossroads Correctional Center in Shelby, Cascade Regional Prison in Great Falls, the Dawson County Correctional Center in Glendive, Elkhorn Treatment Center in Boulder, Nexus Treatment Center in Lewistown, WATCH West in Warm Springs, and WATCH East in Glendive.

DOJ/MVD authorizes DOC/MCE to use DOJ/MVD's integrated driver licensing issuance system provided by L-1 Identity Solutions Operating Company (L-1 Card Production System), under State of Montana IT Contract DOJ07-13860 (L-1 contract), for the limited purpose of issuing MT ID cards to inmates under this agreement.

DOJ/MVD further authorizes the DOC/MCE Driver Licensing Coordinator (DLC) to access DOJ/MVD's system for electronic driver license and identification card records (Driver Records) to create the identification card record associated with the issuance of a MT ID card under this agreement.

The authority conferred under this agreement does not extend to the production or issuance of MT driver licenses by DOC/MCE or the DLC to inmates or any other individuals, however, that authority may be the subject of a separate agreement between DOJ/MVD and DOC/MCE in the future.

2. DOC/MCE Responsibilities. Beginning January 1, 2009, DOC/MCE agrees that the DLC will be responsible for performing all duties associated with issuance of MT ID cards to inmates by DOC/MCE, using the L-1 Card Production System. The DLC may only perform these duties on-site at one of the prisons or treatment centers recognized under this Agreement.

The DLC will follow all DOJ/MVD Field Operations Bureau rules, regulations, policies and procedures governing the issuance of MT ID cards. The DLC will be responsible for the timely submission of all MT ID applications completed by inmates under this agreement to DOJ/MVD headquarters in Helena, MT, as directed by the DOJ/MVD liaison.

3. DOJ/MVD Responsibilities. DOJ/MD will provide DOC/MCE and the DLC with a copy of all Field Operations Bureau rules, regulations, policies and procedures governing the issuance of MT ID cards. DOJ/MVD will periodically review and/or audit the DLC's compliance with the rules, regulations, policies and procedures governing the issuance of MT ID cards.

DOJ/MVD will provide the DLC with training on the L-1 Card Production System and the Driver Records System at the driver exam station located in Deer Lodge, Montana, on mutually agreed dates, between now and January 1, 2009. Depending on DOJ/MVD staff availability, and as agreed by the liaisons, DOJ/MVD may assign a Field Operations Bureau employee to mentor the DLC on the use of the L-1 Card Production System and the Driver Record System for up to one day, onsite at one of the facilities covered under this agreement.

4. Equipment, Maintenance and Security. DOC/MCE will purchase the following equipment from MVD, at the following price as set in the L-1 Contract:

Portable Image Capture Workstation (ICW), including:	\$ 26,127.62
Latitude D620 laptop computer	
Brother Laser Printer DL-5250-DN	
Alladin etoken ETPRO32K	
Topaz Signature Pad T-LBK755SE-BHSB	

The portable ICW unit purchased by DOC/MCE from DOJ/MVD will receive the same maintenance and support as units delivered to DOJ/MVD has under the L-1 Contract.

DOC/MCE will purchase an 8-port switch from the Department of Administration (DOA). DOC/MCE will be responsible for obtaining approval from DOA for any network jacks, switches and ITPRs needed to utilize the L-1 Card Production System. DOC/MCE will pay all DOA programming and maintenances charges related to the network jacks, switches, and ITPRs installed or used to support its use of the L-1 Card Production System and access to Driver Records.

DOC/MCE will provide a state personal computer and, at DOC/MCE's option, a printer to the DLC for purpose of accessing the Driver Records System maintained by DOJ/MVD. Specific management of the state personal computer used by the DLC to access the Driver Record System will be coordinated between DOJ/MVD, DOJ/Justice Information Technology Services Division, and DOC/MCE.

DOC/MCE understands that the portable ICW unit, including the printer, may only be used for production of MT ID cards, and that the ICW unit printer may only be used to print temporary identification cards/receipts.

DOC/MCE will be responsible for ensuring and maintaining the physical security of all equipment used to issue MT ID cards under this agreement.

5. Card Costs. Under the terms of the L-1 Contract, DOJ/MVD will pay to L-1 \$8.595 for each MT ID card issued under this agreement, which is the per card price under that contract.

6. Liaisons. DOJ/MVD and DOC/MCE appoint the following individuals as liaisons for purposes of implementing, coordinating, overseeing, and if required, negotiating revisions to, this agreement. The liaison may be changed by written notice to the other party. Liaisons appointed are:

DOJ/MVD
DOC/MCE

Kristine Thatcher
Larry Burke

7. Entire Agreement. This memorandum contains the entire agreement of the parties. Any enlargement, alteration or modification of this agreement requires a written amendment signed by both parties.

The parties, through their authorized agents, have executed this MOU in duplicate originals on the dates set forth below.

PRISON FACILITIES MAP



Men's state prison in Deer Lodge and Women's in Billings. 4 other regional facilities in Great Falls, Missoula, Glendive, and Shelby

NEW HAMPSHIRE

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** New Hampshire
2. **Contact details:** Sgt. Bill Haynes, State Police at the DMV
3. **Date:** 3/4/10
4. **URL's used:** <http://www.dot.nd.gov/divisions/driverslicense/dlinfo.htm>
5. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>
Legal Name	<input type="checkbox"/>	<input type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSN (required on application – but not necessary to have card)	<input type="checkbox"/>	<input type="checkbox"/>
Place of birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. **Acceptable forms of documentation for obtaining ID and DL**

Requirement	Acceptable Documentation
All	See Below

REQUIRED DRIVER LICENSE DOCUMENTATION

United States Citizens

To obtain an **ORIGINAL (18 years of age or older)** NH Driver License you must provide:

- One (1) "Primary" document, one (1) "Secondary" document and one (1) "Residency" document OR
- Two (2) "Primary" documents and one (1) "Residency" document

Primary Documents

- An original or certified copy of his/her birth certificate (this would include US Citizens born abroad or a US Department of State issued birth certificate)
- A valid Passport
- A valid Military ID or other photo identification issued by the US Government Military dependent ID
- A valid photo/digital image driver license from another state

Note: For someone transferring from another state, your out-of-state Driver License must be relinquished.

Secondary Documents

- A photo/digital image driver license that has not been expired for more than 1 year
- A non-driver ID issued by the State of NH that has not been expired for more than 1 year
- A current employee ID issued by the State of NH
- A Marriage Certificate or a Civil Union Certificate
- A Divorce Decree (ONLY the section that allows a person to go back to his/her former name)
- Social Security card issued by the Social Security Administration (SSA) or a Letter of Verification from the SSA
- Current student photo/digital image ID card
- Military discharge papers/separation papers (for example: DD214)

Residency

- Valid NH Certificate of Title
- A title application prepared by a Town or City Clerk or Tax Collector that is not marked "Non Resident"
- Valid NH Registration Certificate
- Lease or rental agreement (properly signed by both parties)
- A notarized letter from a landlord at the address provided *
- A mortgage statement at the address provided
- Any current utility bill with service at address provided *
 - Gas (natural or propane)
 - Electric
 - Oil
 - Water/Sewer
 - Cable/Dish Service
 - Telephone (for fixed service only)
- Property Tax (real estate) bill at address provided
- A government check or a government document issued by an official in the municipality of residence *
- A payroll check, payroll document, or employment contract *
- Direct verification by a parent or guardian.

* Document cannot be older than 60 days.

RENEWAL: Current Valid NH License ONLY or a NH license that has not been expired for more than one (1) Year. If no photo/digital image is on file, a citizen will be treated as an original applicant.

DUPLICATE: If photo/digital image is on file, nothing further is required. If no photo/digital image is on file, a citizen will be treated as an original applicant.

UNDER 18: Driver Education Certificate, Parental Authorization Certificate, Driver's Out-of-Class Log Sheet (these serve as residency documents), and two (2) Primary documents or one (1) Primary document and one (1) Secondary document.

NAME CHANGES: If your current name is different than your birth name, you must show legal documentation for the change, i.e., marriage certificate, civil union certificate or divorce decree.

10/14/08

7. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IDs for inmate are expedited.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Digital photo required. Used to check against other photos that may come up when entering a SSN.
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	None
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$10 for ID
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test	<input type="checkbox"/>	<input type="checkbox"/>	
Written test	<input type="checkbox"/>	<input type="checkbox"/>	
Driving test	<input type="checkbox"/>	<input type="checkbox"/>	
Digitized signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Signature taken and saved for future comparisons

8. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Yes
SAVE (immigration documents)	
PDPS, CDLIS (driving records)	
Real-time database updates	
Batch processing	
DOC access or equipment	
No Biometric checking	New Hampshire state law prohibits the use of biometric checking such as facial recognition. The exception is verifying digital signatures.

9. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

New Hampshire has a law that requires the state to process an inmate if they want to get an ID. The ID issued to an inmate is valid for two years. The normal time is five years.

Inmates require the same documentation as any other person applying for an ID. The DOC assists inmates in obtaining required documentation (see list above).

The DOC has equipment at their correctional facilities to take a digital photo and digital signature. The DOC meets with the inmates and executes all of the application steps that would occur at the DMV. They take a digital photo and get a digital signature. All documentation is verified by DOC personnel and is not passed on (copies are not made). The application package is then sent/delivered to the DMV on a secure jump drive. A check from the inmate is also included. DOC personnel are trained by the DMV for this role.

New Hampshire is a central issuance state and inmate IDs are expedited. The DMV takes the application packets from the DOC and checks all information. They check if any other photos or aliases show up with the SSN on the application. No biometric checking is allowed. If all passes the ID card is produced. DOC personnel personally pick up the ID cards and hold them for the inmates until released.

PRISON FACILITIES MAP



NORTH DAKOTA

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** North Dakota
2. **Contact details:** Jen Blumhagen, Deputy Chief Examiner, NDDOT
3. **Date:** 2/18/10
4. **URL's used:** <http://www.dot.nd.gov/divisions/driverslicense/dlinfo.htm>
5. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	x	x
Legal Name	x	x
State residency - Any person other than a nonresident student, a tourist, or a nonresident member of the Armed Forces who has lived in this state 90 consecutive days shall be deemed a resident of North Dakota for the purpose of driver licensing.	x	x
Other: SSN - All applications for permit, license, or identification card must contain a social security number. The social security number will be verified with the Social Security Administration. However, the social security number will not be used as the driver license or identification card number.	x	x

6. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Legal presence	
Date of Birth	See list below
Legal Name	See list below
State residency	No documentation specified

North Dakota – Acceptable documentation for name and DOB:

1. U.S. Birth Certificate (state certified; Government-issued; includes U.S. territories).
2. Valid U.S. Passport
3. U.S. Government-issued Consular Report of Birth Abroad (Certificate or FS240-seal required).
4. Valid Foreign Passport with an I-94 card or an I-551 stamp.
5. U.S. Active Duty/Retiree/Reservist Military ID Card.
6. U.S. Court Order containing the legal name and date of birth (Court seal required). Divorce decree and marriage certificate are not acceptable for proof of date of birth.

- 7. North Dakota state issued permit, license, or ID card
- 8. The following Immigration documents (unexpired):
 - I-551 Resident Alien or Permanent Resident Card
 - I-688 Temporary Resident Identification Card
 - I-688B, I-766 Employment Authorization Card
 - N560 Certificate of Citizenship
 - N550 Certificate of Naturalization
 - I-94 card stamped Refugee or Asylee

Only original documents and certified copies will be accepted. No photocopies. A court order or government issued marriage certificate is required for a name change. Several documents may be necessary in the event there has been more than one name change since birth.

7. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	x	x	
Central Issuance	<input type="checkbox"/>	<input type="checkbox"/>	System is like central issuance for inmates.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	x	x	For facial recognition
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	x	x	Written test \$5 Road test \$5 Non-driver photo ID card \$8
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	Only documentation above. Out of state permits, licenses, and ID cards will not be accepted as proof of name and date of birth.
Vision test	<input type="checkbox"/>	<input type="checkbox"/>	
Written test	<input type="checkbox"/>	<input type="checkbox"/>	
Driving test	x	x	Only if no prior license

8. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Yes
SAVE (immigration documents)	Yes
PDPS, CDLIS (driving records)	
Real-time database updates	
Batch processing	
DOC access or equipment	

9. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

The DMV takes a laptop and portable digital camera to the single state penitentiary where all inmates are processed before going to their final correctional facility. The application is put together electronically when the inmate is present. It is the responsibility of the DOC to make sure the inmate has all of the required documentation. Inmates request an ID if they do not have one (voluntary). When obtained it is filed and given to an inmate upon release. If it expires before release it is easy in ND to get it renewed at a DMV office.

Drivers license division employees have only gone out once so far. Two DK division employees and three guards were present in a single room where processing was completed.

After processing which occurs like it would for any other citizen, the ID cards are sent back via a courier service paid for by the DOC.

Notes from conversation with Jean Sullivan

The DOC has focused a lot on getting inmates existing IDs. Many actually have them. They have worked with the county sheriffs to make sure any IDs are sent with the inmate when they are processed at the NDSP. Also when an inmate gets their telephone call they are reminded to have any DL/ID sent into the NDSP from home. This has reduced the number of applications for IDs that are needed. There are four types of IDs that they ask for.

Inmates first spend 4 weeks in an orientation unit. If they do not have any ID they are asked if they want to apply for a birth certificate. If so an application is filled out by DOC staff. If they get the birth certificate before moving out of orientation, they can get their IDs (must also have a SSN) when the DOT people visit the NDSP (about once a month).

SS cards are applied for no earlier than 120 days before release – MOU with SSA. For inmates that miss the DOT or do not get their birth certificate in time (while in orientation), the birth certificate is filed until release so that they can get an ID as soon as released. If at the community corrections level they will sometimes be driven to the DMV to get their IDs.

The DOC established a fund to loan inmates money to apply for birth certificates and IDs. The inmate pays this back when they get funds through work or from outside. The extra duties for unit management staff is absorbed into their other work.

APPLICATION PROCESS

CERTIFIED COPY OF BIRTH AND DOT GOVERNMENT PHOTO ID CARD FOR OFFENDERS AT NDSP & TU NOT HOUSED IN NU

Offenders housed in units at NDSP and TU may also apply for a certified copy of birth, if they have a certified copy of birth in the ID card file, they may request to apply for a ND DOT government photo ID card. The process to help them apply for a certified copy of birth and a ND DOT government ID card is somewhat different than the process being implemented in the North Unit.

If an offender meets criteria and wants to have a ND DOT government ID card made they must first have a certified copy of birth in the ID Card File. If they do not have a certified copy of birth, they can work with their case manager to apply for it.

Offenders housed at NDSP and TU can be scheduled to have a government photo ID card made at NDSP by ND DOT personnel. DOT personnel will come to the NDSP the 3rd Wednesday of the month to process applications and take photos to make an offender's ND DOT government photo ID card. This will be done in the North Unit at NDSP. Case managers must notify Unit Manager Sullivan to have offenders scheduled for this.

DOT staff will provide on-site services at NDSP the third Wednesday of each month from 8:30am to 11:30am and 1:30pm-4:30pm. If the 3rd Wednesday falls on a state holiday, DOT will notify DOCR of a substitute day if available.

The offender must have a certified copy of birth in their ID card file prior to scheduling them to have a ND DOT government ID card made.

I. PROCESS TO ASSIST OFFENDERS OBTAIN A CERTIFIED COPY OF BIRTH

A. ND BIRTH CERTIFICATE APPLICATION PROCESS

1. Case Managers will assist offenders fill out an application for **ONE** certified copy of birth by filling out the "Request For Certified Copy Of A Birth Record" (form SFN 8140 (Rev. 6-2009)).
2. The application form and instructions for obtaining a ND certified copy of birth process can be accessed through the ND Department of Health Vital Records: <http://www.ndhealth.gov/vital/>
3. Applications for certified copies of birth **must be notarized** at the time the offender fills out the Request for Certified Copy of Birth Record form.
4. Applications forms for ND Certified copy of birth will be sent to ND DOH Vital Records through interdepartmental mail. There is no need for the offender to include a stamped envelope.

B. OUT OF STATE CERTIFICATE OF BIRTH APPLICATION PROCESS

1. Staff will try to help offenders obtain out of state birth certificates. Out of state birth certificate applications can be accessed from the internet. There may be instances where staff may not assist offenders obtain an out of state birth certificate if the application process is too complicated.

II. FEES – ACCOUNTING PROCEDURES FOR CERTIFICATED COPY OF BIRTH

A. NORTH DAKOTA STATE PAYABLES – ORDER BLANK

- 1) Fees for the certified copy of birth must be sent with the application form.
- 2) Complete Order Blank form listing each offender's name and the fee for the birth certificate on individual lines.
- 3) Order Blank **must** be signed by Jean Sullivan or designee or it will be returned.
- 4) Order Blanks for ND Birth Certificates must be made payable to ND Dept of Health, Vital Records Division. (see example below).
- 5) Send the original notarized Birth Certificate application/s **and** the Order Blank with offender name/s to Cece in the Business Office.
 - A check will be made payable to the ND Dept of Health, Vital Records Division. The check will accompany the applications and will be sent to ND Dept of Health by the Business Office via internal mail process.



ORDER BLANK
DEPARTMENT OF CORRECTIONS AND REHABILITATION/Prisons Division
SFN 7959 (Rev. 01-2000)

Please order the following from: ND Dept of Health Vital Records Division		Date:
		Department to be Charged: 5320

Qty	Unit	Description	Unit Price	Total Price
1	ea	Inmate name (one name per line)	7.00	7.00

Authorized Signature: _____

B. OUT OF STATE PAYABLES – ORDER BLANK

1. Fees for out-of-state certified copies of birth must be sent with the completed and notarized application form from the state the offender was born in (different states may have different application rules that need to be followed).
2. Complete Order Blank form listing each offender's name and the fee for the birth certificate from that state on individual lines.
3. Order Blanks for out-of-state copies of birth must be made payable to the state a certified copy of birth is requested from. The mailing address of that state's department must be included in the Order Blank.
4. Order Blank **must** be signed by Jean Sullivan or designee or it will be returned. (see example below)
5. Send the original notarized Birth Certificate application/s **and** the Order Blank with offender name/s **and** a stamped, self addressed envelope of the state's to Cece in the Business Office.
 - Cece will mail the out-of-state certified copy of birth application/s and a check/s to the appropriate state.



ORDER BLANK
DEPARTMENT OF CORRECTIONS AND REHABILITATION/Prisons Division
SFN 7959 (Rev. 01-2000)

Please order the following from: EXAMPLE: Minnesota Department of Health Attention: Office of the State Registrar/ P.O. Box 64499 Birth Certificates St. Paul, MN 55164-0499		Date: 01-25-2010
		Department to be Charged: 5320

Qty	Unit	Description	Unit Price	Total Price
1	ea	Inmate name (one name per line)	16.00	16.00

Authorized Signature: *Jean Sullivan*

C. TRANSFER VOUCHERS

1. Complete an Individual Transfer Voucher form - SFN 10191 (08-2007), payable to "Birth Certificate".
 - The "Pay to the Order" line on the Transfer Voucher will be the same for both IN state and OUT of state certified copies of birth.
 - The cost for a certified copy of ND birth certificate is \$7.00 but the price will vary from different states. Fill in the cost on the money voucher dependant on the cost from different states.
 - DOCR staff assisting will sign off on the Employee's Signature line.
 - Offender must sign off on the Inmate Signature line.
2. Send completed Individual Transfer Vouchers to Tammy S. in the Business Office.

3. Inmate's account will be charged through the Transfer Voucher.

- Inmates with money in their account will reimburse the state upon posting of the Transfer Voucher.
- Money will be placed in the ID Account until closed out for the month.
- Inmates who do not have the funds available to pay the Transfer Voucher will be put into debt and will be paid through the debt policy.
- When the debt is received it will be placed in the ID Account until closed out for the month.
- The end of every month Tammy will process a check from her ID Account for the state to deposit.



INDIVIDUAL TRANSFER VOUCHER
 NORTH DAKOTA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 PRISONS DIVISION
 SFN 10191 (08-2007)

291623

Date:		01-04-2010
Pay to the Order of:	Birth Certificate	\$ Example: \$7.00 (number amount)
Amount: (Written Out)	Seven dollars and no/100	
Charge to the Account of:	Sam Smith	
Inmate's Signature:	Sam Smith	Inmate's Number: 00000
Employee's Signature:	Officer's Signature	

Applications for ND DOT government photo ID card, the Order Blank and Transfer Voucher will be filled out in the NU with the offender when they are scheduled to have their ND DOT government ID card made.

OFFENDER IDENTIFICATION DOCUMENTS

The goal of transitional planning is to help offenders prepare for a more successful reintegration back to the community. One important aspect of this transition process is to ensure offenders are released from prison with the necessary forms of identification to apply for jobs, open bank accounts, apply for housing, apply for certain types of assistance and utilize certain types of travel, such as boarding an airplane. In order to do this, offenders will need to be discharged with valid forms of identification such as a valid state photo ID card, drivers license, Tribal ID, passport or visa or naturalization papers, a social security card and/or a birth certificate,.

Not having a valid government ID card or a certified copy of their birth certificate in an offender's legal file MAY DELAY OR DISQUALIFY an offender from:

1. Working at **Rough Rider Industries**
2. Participating in **non-mandatory educational classes** such as college classes
3. Being placed in **transitional housing** such as BTC, halfway houses and MRCC
4. Work Release status

When new arrival offenders are received at NDSP, **NORTH UNIT STAFF WILL ASSIST OFFENDERS WITH A TELEPHONE CALL TO HAVE ANY OF THESE FORMS OF IDENTIFICATION SENT IN TO NDSP TO BE PLACED IN THEIR LEGAL FILE.**

List of accepted forms of valid identification:

Social Security Card – No cost

Certified Copy of Birth Certificate – do not need if you have a valid government photo ID (\$8.00 ND)

Bureau of Indian Affairs ID

Drivers License / Valid State Photo ID (\$7.00 ND)

Military ID

Passport or Visa

Naturalization Papers

NOTE: If an offender does not have a valid government photo ID card that can be sent in, they should have a certified copy of their birth certificate sent in to be placed in their ID card file. NU staff will assist offenders to fill out an application form for a certified copy of their birth certificate to be sent in and placed in their ID card file.

Offenders already in population should work with their case manager to have identification cards and identification documentation sent in to be placed in their ID card file.

NORTH UNIT ID DOCUMENTATION PROCEDURE

NDSP PROSESSING IN A NEW ARRIVAL

1. When a new offender is received at NDSP they are processed through the Captain's Office for admittance.
2. Designated NU staff will inspect and process any property the offender arrives with.
3. Any ID documentation the offender arrives with will be delivered to designated Administrative Services staff to be put in the ID card file in the vault at NDSP.
4. Within 48 hours upon the offender's arrival or if the offender arrives on weekends or holidays, the first working day after the weekend or holiday, designated NU staff will fill out the 2nd packet with the offender. They will enter ID documentation information into Itag. (Pathway: ITAG, Booking, Personal Information):
5. Four types of information in ITAG screen concerning identification documents are:
 - Drivers License
 - Government Photo ID card
 - Certified Copy of Birth
 - Social Security card
6. One of four types of responses that can be entered in each offender identification documentation field.

Click

on the appropriate response. The four responses are:

- Did the inmate arrive with...
- Can inmate have it sent in...
- Does inmate need to apply for...
- Refuse ID assistance

If offenders refuse to cooperate to have ID documentation sent in or to fill out applications for needed documentation they will not be assisted by staff to do this but this information will be documented in Itag in the Personal Information screen as "Refuse ID Assistance".

If offenders say they can have a government ID card or drivers license sent in, they will not need to fill out an application for a certified copy of birth or be placed on a list to have a government photo ID card made. Offenders considered ineligible are: Illegal immigrants or non-citizens, offenders that provide false or unconfirmed legal names, have multiple social security numbers, or are sentenced to life sentences without the possibility of parole.

I. PROCEDURE TO ASSIST OFFENDER APPLY FOR A CERTIFIED COPY OF BIRTH

ND BIRTH CERTIFICATE APPLICATION PROCESS

1. If offenders say they need to apply for a government photo ID card, designated NU staff will assist offenders fill out the application for **ONE** certified copy of birth by filling out the "Request For Certified Copy Of A Birth Record" (form SFN 8140 (Rev. 6-2009) .
2. The application form and instructions for obtaining a ND certified copy of birth process can be accessed through the ND Department of Health Vital Records: <http://www.ndhealth.gov/vital/>
3. Applications for certified copies of birth **must be notarized** at the time the offender fills out the Request for Certified Copy of Birth Record form. Karla Marsh is a notary and will notarize the majority of the applications but if not available, other DOCR notaries will be contacted to notarize in her absence.

OUT OF STATE BIRTH CERTIFICATE OF BIRTH APPLICATIONS

1. Staff will try to help offenders obtain out of state birth certificates. Out of state birth certificate applications can be accessed from the internet. There may be instances where staff may not assist offenders obtain an out of state birth certificate if the application process is too complicated.



INDIVIDUAL TRANSFER VOUCHER
 NORTH DAKOTA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 PRISONS DIVISION
 SFN 10191 (08-2007)

291623

Date: 01-04-2010	
Pay to the Order of: Birth Certificate	\$ Example: \$7. ⁰⁰ (number amount)
Amount: (Written Out) Seven dollars and ^{no} / ₁₀₀	
Charge to the Account of: Sam Smith	
Inmate's Signature: Sam Smith	Inmate's Number: 00000
Employee's Signature: Officer's Signature	

OUT-OF-STATE PAYABLES

1. Fees for out-of-state certified copies of birth must be sent with the completed and notarized application form from the state the offender was born in (different states may have different application rules that need to be followed).
2. Complete Order Blank form listing each offender's name and the fee for the birth certificate from that state on individual lines.
3. Order Blanks for out-of-state copies of birth must be made payable to the state a certified copy of birth is requested from. The mailing address of that state's department must be included in the Order Blank.
4. Order Blank **must** be signed by Dept. Head or Designee or it will be returned. Designated parties by priority are: Mike Colling, Karla Marsh, Jean Sullivan. (see examples below)
5. Send the original notarized Birth Certificate application/s **and** the Order Blank with offender name/s to Cece in the Business Office.
 - Cece will mail the out-of-state certified copy of birth application/s and a check/s to the appropriate state.
6. Complete an Individual Transfer Voucher form - SFN 10191 (08-2007), payable to the state the certified copy of birth is being requested from.
 - Include on the money voucher, the cost for a certified copy of birth from that state (different states will have different fees).
 - DOCR staff assisting will sign off on the Employee's Signature line.
 - Offender must sign off on the Inmate Signature line.
7. Send completed Individual Transfer Vouchers to Tammy S. in the Business Office.
8. Inmate's account will be charged through the Transfer Voucher.
 - Inmates with money in their account will reimburse the state upon posting of the Transfer Voucher.
 - Money will be placed in the ID Account until closed out for the month.
 - Inmates who do not have the funds available to pay the Transfer Voucher will be put into debt and will be paid through the debt policy.
 - When the debt is received it will be placed in the ID Account until closed out for the month.
 - The end of every month Tammy will process a check from her ID Account for the state to deposit.

III. PROCEDURE TO ASSIST INMATE APPLY FOR ND GOVERNMENT PHOTO ID CARD

AFTER AN OFFENDER'S CERTIFIED COPY OF BIRTH IS RECEIVED AT NDSP BY ADMINISTRATIVE SERVICES STAFF, THE CERTIFIED COPY OF BIRTH WILL BE PLACED IN THE OFFENDER'S ID CARD FILE.

1. DOT staff will provide on site services at NDSP the third Wednesday of each month from 8:30 am to

11:30 am and if needed, at 1:30 pm to 4:30 pm. If the 3rd Wednesday falls on a state holiday, DOT will notify DOCR of a substitute day if available.

2. Jim Rumpel and/or Jen Blumhagen are the authorized DOT staff that will provide on-site services at NDSP.
3. The 3rd Tuesday of the month, NDSP Administrative staff will place the certified copies of birth in one packet in the ID card file for offenders scheduled to have a ND government photo ID card made for the following day (3rd Wednesday of the month).
4. DOT staff will bring in and take out their equipment and supplies through security each time they enter or leave the institution.
5. At 8:30 am on the 3rd Wednesday of the month (unless changed), DOCR staff will pick up the packet containing certified copies of birth of offenders from the ID Card File in Administrative Services Office that are scheduled to have a ND government ID card made that Wednesday.
6. DOCR staff will provide necessary security at all times for DOT staff providing the on-site services.
7. DOCR staff will escort DOT staff to the North Unit Medication room which will be utilized as the portable site for DOT staff to process inmate applications and take pictures.
8. DOCR staff must remain in the room at all times with the DOT staff.
9. DOCR staff providing security will assist by completing and the Order Blank and assisting offenders complete a money voucher for the ND Government ID Card.
10. DOT will process completed inmate identification applications and take pictures of scheduled offenders. DOCR will provide a locked container for DOT to transport application documents to their office.
11. DOT staff will take the completed inmate ID applications and pictures out of the institution with them.
 - a. Presort Plus will pick-up the finished photo identification cards from DOT the last Tuesday of every month (or next business day if holiday) for delivery to the DOCR, addressed to the attention of "Inmate Records".

IV. FEES- ACCOUNTING PROCEDURES FOR ND GOVERNMENT ID CARD

1. DOCR staff will fill out an Order Blank payable to ND Department of Transportation (SEE EXAMPLE BELOW).
2. Each offender's name applying for a ND Government ID card must be entered on the Order Blank, one name per line.
3. The fee for a ND Government ID Card is \$8.00 each.
4. The Order Blank must be signed by the Designee (Mike Colling, Karla Marsh or Jean Sullivan) or it will be sent back.
5. Send a copy of the ND ID Card application and the signed order blank to Cece in the Business office.
 - DOT will bill DOCR through Inter-departmental Billing (IDB) in PeopleSoft. After each visit a receipt and report listing all the names will be sent to Cece.



ORDER BLANK
DEPARTMENT OF CORRECTIONS AND REHABILITATION/Prisons Division
SFN 7959 (Rev. 01-2000)

Please order the following from: <div style="text-align: center; font-size: 1.2em; margin-top: 5px;">DOT</div>		Date:	
		Department to be Charged: <div style="text-align: center; font-size: 1.2em; margin-top: 5px;">5320</div>	

Qty	Unit	Description	Unit Price	Total Price
1	ea	Inmate name (one name per line)	8.00	8.00

Authorized Signature: _____

6. Complete Individual Transfer Voucher, SFN10191, payable to ND Birth Certificates/ID Cards.
7. Orientation staff must sign off on Individual Transfer Vouchers along with the inmate or it will be returned. (see examples below)
8. Send Individual Transfer Voucher to Tammy S. in the Business Office.
9. Inmate's account will be charged through the Transfer Voucher.
10. Inmates with money in their account will reimburse the state upon posting of the Transfer Voucher.
 - Money will be placed in the ID Account until closed out for the month.
11. Inmates who do not have the funds available to pay the Transfer Voucher will be put into debt and will be paid through the debt policy.
 - When the debt is received it will be place in the ID Account until closed out for the month.
12. The end of every month Tammy will process a check from her ID Account for the state to deposit.



INDIVIDUAL TRANSFER VOUCHER
 NORTH DAKOTA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 PRISONS DIVISION
 SFN 10191 (08-2007)

291788

Date: 01-04-2010	
Pay to the Order of: DOT ID Card	\$ 8.00
Amount: (Written Out) Eight dollars and ^{no} / ₁₀₀	
Charge to the Account of: Sam Smith	
Inmate's Signature: Sam Smith	Inmate's Number: 00000
Employee's Signature: Officer's Signature	

IV. DOCR RETENTION, CONTROL & TRANSFER OF OFFENDER IDENTIFICATION CARDS

1. Completed offender photo ID cards will be placed in the ID card file by designated Administrative services staff.
2. Administrative Services staff will enter information in Itag that government photo ID was received.
3. Administrative Services staff will notify the offender through internal mail that their government photo ID card was received and placed in their ID card file.

V. DISCHARGE AND OR TRANSFER OF INMATE

1. All ID documentation will be given to the inmate at their time of discharge from NDSP.
2. If an inmate is transferred to a different facility, the inmate's ID documentation will be sent through internal mail system to the receiving facility. Staff at the facility will give the inmate their ID documentation when discharged from the facility or if/when needed for transitional purposes.

PRISON FACILITIES MAP



OKLAHOMA

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Oklahoma
2. **Contact details:** Sherri Becker, OK Dept. of Public Safety, 405-354-9421
3. **Date:** 2/22/10
4. **URL's used:** <http://www.dps.state.ok.us/dls/default.htm>
5. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input type="checkbox"/>	<input type="checkbox"/>

6. **Acceptable forms of documentation for obtaining ID and DL**

Requirement	Acceptable Documentation
Legal presence	See below
Date of Birth	See below
Legal Name	See below
State residency	

Primary proof of identification for a United States citizen:

For original issuance of a driver license or identification card, or for renewal after expiration, one of the following must be presented:

A certified birth certificate, as issued by the appropriate state agency from the state of birth. The birth certificate shall include the person's name, date of birth, and sex, shall be signed and sealed, and shall include the certificate number.

The following documents are not acceptable:

- a hospital birth certificate or record
- a birth registration
- an abstract of birth
- A United States passport

For a United States citizen who is born in another country, a certification issued by the United States Department of State or a state birth certificate issued for a birth outside of that state:

- For a naturalized citizen of the United States, a Certificate of Naturalization issued by the United States Citizenship and Immigration Service. The name on the document must be the same as the name used by the applicant on the driver license or identification card
- An Oklahoma driver license issued by Department of Public Safety on or after November 1, 2007

- A State of Oklahoma identification card issued by the Department of Public Safety on or after November 1, 2007

For renewal or replacement of an unexpired driver license or identification card, one of the following must be presented:

- Finger image comparison, if a Department-generated finger image algorithm is already on file with the Department
- Any primary proof of identification listed above

Primary proof of identification for a foreign national or legal permanent resident alien:

For original, renewal or replacement of a driver license or identification card, one of the following must be present:

1. A passport issued by a country other than the United States and I-94 card, when applicable. The name on the passport shall be the same as the name used by the applicant on the driver license or identification card. An I-94 card, which shall be accompanied by the applicant's passport when applicable, shall not be considered a separate identification document. The following passport classifications shall not be accepted for the purpose of issuing a driver license or identification card:

- B-1, temporary visitor for business
- B-2, temporary visitor for pleasure
- C-1, alien in continuous transit through the United States
- C-2, alien and family in transit to the United Nations
- C-3, foreign government official and family transiting the United States
- D-1, member of ship's crew who can not change ships or employers
- D-2, member of ship's crew who may change ship's or employers
- I-185/586, Mexican or Canadian nationals with border crossing, cards
- I-444, Mexican or Canadian nationals with border crossing cards
- Q, international cultural exchange visitor
- TWOV, transit without visa
- WT, visa waiver pilot program for tourist
- WB, visa waiver pilot program for business

- a. An alien registration card issued by the United States Citizenship and Immigration Service. The name on the card shall be the same as the name used by the applicant on the driver license or identification card

7. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Central Issuance	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Digital photos and fingerprints are taken and archived. The are not used for any checks outside
Biometric checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fingerprints	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

			of OK. They are used to verify the identity of someone (e.g., someone getting a replacement DL)
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$10 for ID
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test	<input type="checkbox"/>	<input type="checkbox"/>	
Written test	<input type="checkbox"/>	<input type="checkbox"/>	
Driving test	<input type="checkbox"/>	<input type="checkbox"/>	

8. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

Only 4-5 inmates at most are bussed into an office at one time and they are processed asap. This is to minimize the impact on the flow of regular customers and to be able to better manage security. They are normally bussed to offices with larger staff but will occasionally go to a smaller office closer to the prison. The inmates are never in any type of restraint (e.g., handcuffs) and are in general lower security level inmates. Many of these inmates are often outside of prison on work details.

The Public Safety office is visited to process the application. The inmates are then taken to a TAG agent to get the ID cards. The DOC will get these and hold them until the inmate is released.

The DOC always calls in advance. The DOC is responsible for bussing and all security during the visit. The DOC also makes sure the inmates bussed in have a birth certificate. The inmates must also provide a secondary ID which is the DOC ID card. The Dept. of Public Safety and the DOC have agreed upon the form and info on the DOC ID card.

Part of the normal process requires a fingerprint and digital photo that are archived for future identity verification. Not part of any other checks.

At first some Public Safety employees were uncomfortable with the system but there are minimal concerns now. Similar story for the general public. No issues with inmates paying fees.

The Dept. Of Public Safety will work with Federal prisons if they call ahead of time just like state DOCs. County jail sentences are normally very short term so they are not applicable.

The DOC absorbs the costs of transport and security. The inmates are already transported and guarded on a regular basis for work duties.

Prior unpaid tickets are not checked for IDs but are checked for DLs. They do check if the person is a registered sex offender. If so this is written on the ID and it is only good for one year.

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

- 1. State Name: Oklahoma**
- 2. Contact Details: Clint Castleberry (405-962-6159)**
- 3. Date: 3/3/10**
- 4. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC**

The process described above was confirmed except that the only inmates transported to licensing offices are at the Community corrections level. Inmates with a minimum security level or higher are not transported to offices.

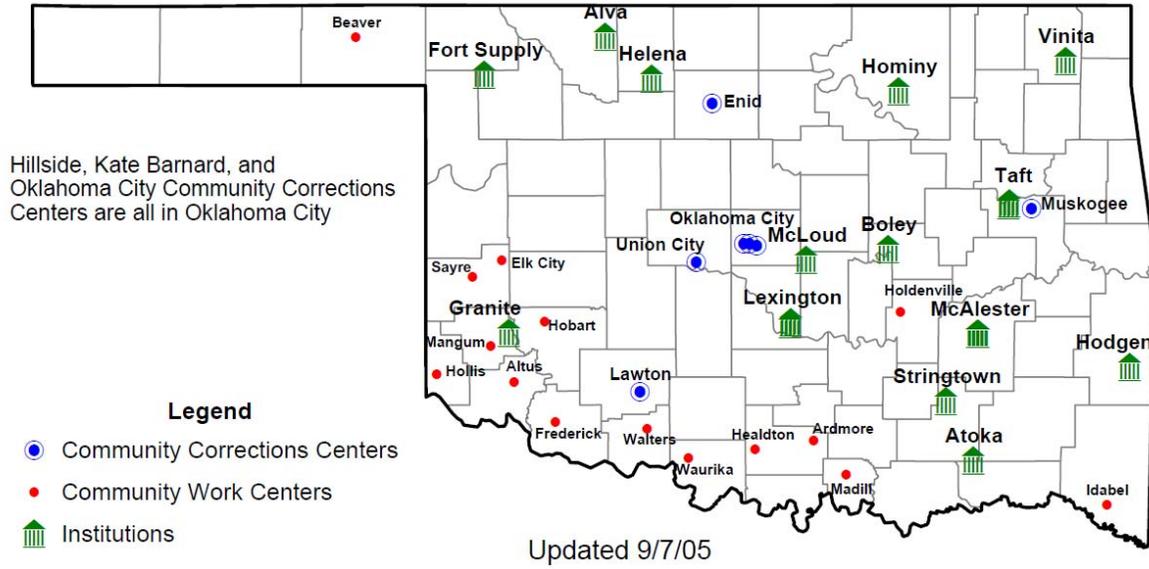
There is a DOC requirement that all inmates get a birth certificate within six months after entering the correctional facility.

Also there is an agreement with the Dept. of Public Safety to accept the DOC ID card (called a Consolidated Record Card – CRC) as a second form of ID in addition to a birth certificate. The ID card has a special seal making it hard to duplicate.

For inmates that are of minimum security level and higher, they all will have a birth certificate and their CRC (primary and secondary documents for ID card and DL purposes) upon release and can go to the licensing office on their own.

PRISON FACILITIES MAP

Oklahoma Department of Corrections Facility Locations



OREGON

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name: Oregon**
2. **Contact Details: Heidi Steward**
3. **Date: 2/8/10**

Identity is not verified upon entering prison. There is a “judgment order” with a name that is used throughout the justice system. Sometimes a notes is included that indicates the name on the order has been verified as the legal name of the inmate.

An inmate’s identity may be revealed earlier in the judicial process.

If an inmates name changes or identity is established later it is documented in the inmate’s folder. The name they entered stays with them and is the name on their DOC ID card.

The DOC requests a birth certificate and a SSN. There are details the inmate must provide in order to obtain these. These documents (if obtained) are kept in the inmate’s folder.

4. Inmate release process details

Requirement	Details
How many inmates are there in your state?	14K and projected to grow.
What is the number of inmates released monthly and/or annually?	Approx. 4,500
What are the geographical locations of your prisons?	See attached sheet
How far in advance of release is inmate notified of release date?	Known throughout, but about 4 months prior release planning starts with a counselor. Release counselors are the liaison between parole and corrections and do much of the pre-release paperwork.
Do you have any pre-release education/training for inmates? If so, please describe	“Road to Success” voluntary re-entry program in six facilities. Includes 18 hr. employment class, working with parole officer, money management, how to get ID and documentation, etc.
How do inmates obtain the necessary documents to apply for ID/DL	Some obtained by DOC
What processes exist for storing documents for inmates?	Folders

Requirement	Details
How do inmates make payments required for ID/DL?	In pilot the DOC paid for all IDs for the inmates bussed to a DMV office. Families can help pay. Inmates have a trust account where families can add money. They can work and add money to this account. How it is used is monitored. Heidi envisions that DOC may pat for hardship cases.
How is identity of a new inmate confirmed?	See prior page.
How is identity of released inmate confirmed?	Their DOC ID card is used to make sure the person who entered and is to be released is the same person.
What is the volume of inmates seeking ID's and/or DL's prior to release?	Heidi is pulling data on the number of prisoners that have a DL on file that can be renewed upon release.
Are there different populations for inmates in terms of how readily available documentation and/or payment is? If so what are the percentages?	Yes – no percentages given yet.

FACTS SHEET



Issue Brief - 2009

OREGON DEPARTMENT OF CORRECTIONS

Quick Facts

Number of Employees

October 2009	
Security Staff.....	2,535
Non-Security Staff.....	1,835
Temporary Employees.....	56
Total Employees.....	4,426

General Fund Budget by Division

2009-2011 Legislatively Adopted Budget (in millions)	
Operating Expenses.....	\$817.34
Administration, General Services, Human Resources, and Public Service.....	\$121.75
Community Corrections.....	\$111.09*
Debt Service.....	\$135.04
Capital Improvement.....	\$5.84
Transitional Services.....	\$68.73

*This amount is substantially less than the 2007-2009 biennium due to the fact that our General Fund reduced and was replaced with Federal Stimulus funds in the amount of \$103.78 million.

Cost per Inmate per Day.....\$84.46

Inmates with Mental Health Needs

October 2009	
Highest Treatment Need.....	1,044 (7.54%)
Severe Mental Health Problems.....	2,112 (15.26%)
Moderate Treatment Need.....	1,101 (7.95%)
Benefit from Treatment.....	2,223 (16.06%)
No Need for Treatment Today.....	3,043 (21.99%)
No Reported Need Today.....	4,318 (31.20%)

Inmates with Substance Abuse Problems

October 2009	
Severe Problem.....	7,996 (57.77%)
Moderate Problem.....	2,264 (16.36%)
No Reported Treatment Need.....	3,581 (25.87%)

Inmates at Work

September 2009	
Eligible inmates working/training full time:	68%

Offender Demographics

	October 2009			
	PROBATION	LOCAL CONTROL	PRISON	POST-PRISON
GENDER				
Women	5,547	168	1,099	1,885
Men	13,288	721	12,742	11,392
TOTAL	18,877	890	13,841	13,277
RACE				
Asian	262	8	187	138
Black	1,240	97	1,337	1,161
Hispanic	1,122	58	1,796	736
Native Amer.	256	18	338	268
Caucasian	15,877	707	10,183	10,969
AGE				
17 and Under	41	0	12	8
18-24	4,758	194	1,927	1,770
25-30	4,019	213	2,831	2,935
31-45	6,478	365	5,482	5,283
46-60	3,205	108	2,969	2,833
61 and Older	376	10	620	448
CRIME TYPE				
Person	4,744	251	9,738	6,048
Property	5,145	213	2,441	3,201
Statute	8,988	426	1,559	4,028

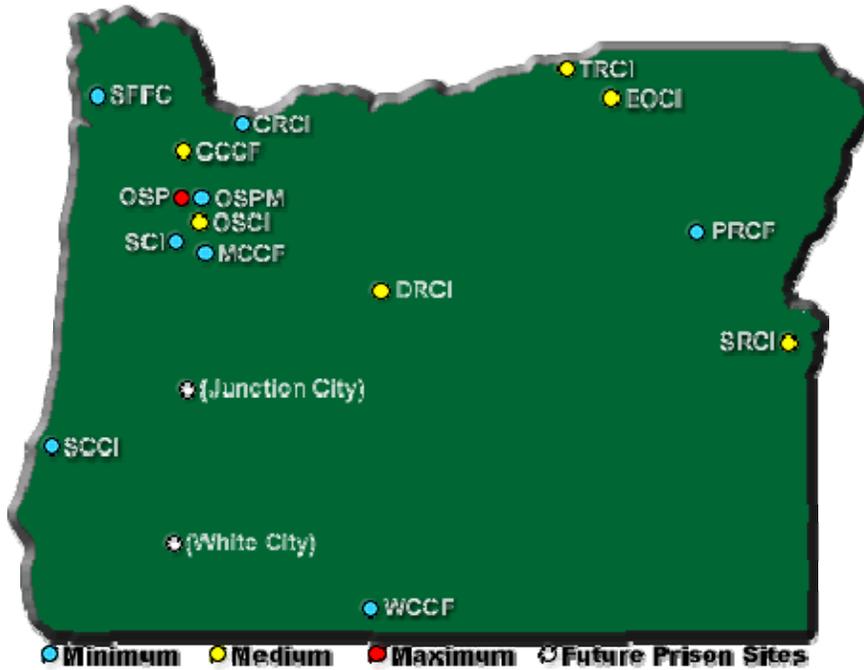
Prison Population Forecast

October 2009	
July 2010.....	14,106
July 2011.....	14,352
July 2012.....	14,393
July 2013.....	14,974
July 2014.....	15,653
July 2015.....	16,014
July 2016.....	16,249
July 2017.....	16,384
July 2018.....	16,479
July 2019.....	16,544

Recidivism Rate

May 2009	
Parole/post prison supervision offenders convicted of new felony within three years of release excluding those released from prison following a revocation	29.3 %

PRISON FACILITIES MAP



[Coffee Creek Correctional Facility](#)

[Columbia River Correctional Institution](#)

[Deer Ridge Correctional Institution](#)

[Eastern Oregon Correctional Institution](#)

[Mill Creek Correctional Facility](#)

[Oregon State Correctional Institution](#)

[Oregon State Penitentiary](#)

[Powder River Correctional Facility](#)

[Santiam Correctional Institution](#)

[Shutter Creek Correctional Institution \(pdf\)](#)

[Snake River Correctional Institution](#)

[South Fork Forest Camp](#)

[Two Rivers Correctional Institution](#)

[Warner Creek Correctional Facility](#)

Institutions

October 2009

Current Population and Capacity.....Custody Level

Coffee Creek Correctional Facility (CCCF)

Multi-custody female prison and Oregon Corrections Intake Center

Nancy Howton, Superintendent

24499 SW Grahams Ferry Rd, Wilsonville, OR 97070

(503) 570-6400; Fax: (503) 570-6417

1,507 and 1,613Medium Custody

Columbia River Correctional Institution (CRCI)

Paula Myers, Superintendent

9111 NE Sunderland Ave., Portland 97211-1708

(503) 280-6646; Fax: (503) 280-6012

542 and 580.....Minimum Custody

Deer Ridge Correctional Institution (DRCI)

Joe DeCamp, Superintendent

3920 E Ashwood Rd, Madras, OR 97741

(541) 325-5999; Fax: (541) 325-5934

605 and 657Medium Custody

Eastern Oregon Correctional Institution (EOCI)

Rick Coursey, Superintendent

2500 Westgate, Pendleton, OR 97801-9699

(541) 276-0700; Fax: (541) 278-1841

1,642 and 1,679.....Medium Custody

Mill Creek Correctional Facility (MCCF)

S. Frank Thompson, Superintendent

5465 Turner Rd. SE, Salem 97301-9400

(503) 378-5807; Fax: (503) 378-8235

238 and 240.....Minimum Custody

Oregon State Correctional Institution (OSCI)

Gary Kilmer, Superintendent

3405 Deer Park Drive SE, Salem 97310-9385

(503) 373-0100; Fax: (503) 378-8919

847 and 892.....Medium Custody

Oregon State Penitentiary (OSP)

Jeff Premo, Superintendent

2605 State St., Salem 97310-0505

(503) 378-2445; Fax: (503) 378-3897

2,223 and 2,356.....Maximum Custody

Powder River Correctional Facility (PRCF)

Jean Hill, Superintendent

3600 13th St., Baker City 97814-1346

(541) 523-6680; Fax: (541) 523-6678

270 and 286.....Minimum Custody

Santiam Correctional Institution (SCI)

S. Frank Thompson, Superintendent

4005 Aumsville Hwy. SE, Salem 97301-9112

(503) 378-5807; Fax: (503) 378-8235

428 and 440.....Minimum Custody

Shutter Creek Correctional Institution (SCCI)

Tim Causey, Superintendent

95200 Shutters Landing Lane, North Bend 97459

(541) 756-6666; Fax: (541) 756-6888

228 and 260.....Minimum Custody

Snake River Correctional Institution (SRCI)

Mark Nooth, Superintendent

777 Stanton Blvd., Ontario, OR 97914-0595

(541) 881-5000; Fax: (541) 881-5460

2,942 and 3,040.....Medium Custody

South Fork Forest Camp (SFFC)

Paula Myers, Superintendent

48300 Wilson River Hwy., Tillamook, OR 97141-9799

(503) 842-2811; Fax: (503) 842-6572

199 and 200.....Minimum Custody

Two Rivers Correctional Institution (TRCI)

Don Mills, Superintendent

82911 Beach Access Rd., Umatilla, OR 97882

(541) 922-2003; Fax: (541) 922-2011

1,721 and 1,802.....Medium Custody

Warner Creek Correctional Facility (WCCF)

Rick Angelozzi, Superintendent

20654 Rabbit Hill Road, Lakeview, OR 97630

(541) 947-8200; Fax: (541) 947-8231

392 and 406.....Minimum Custody



Max Williams, Director
(503) 945-0927

Mitch Morrow, Deputy Director
(503) 945-0927

Michael Gower
Assistant Director for Operations
(503) 945-0950

Kim Brockamp
Assistant Director for Human Resources
(503) 945-9029

Tami Dohrman
Assistant Director for General Services (Acting)
(503) 945-9017

Ginger Martin
Assistant Director for Transitional Services
(503) 945-9062

Chane Griggs
Assistant Director for Public Services
(503) 945-0930

Oregon Department of Corrections
2575 Center Street NE
Salem, Oregon 97301-4667
www.oregon.gov/doc

53:DOC/PA:12/3/09

SOUTH DAKOTA

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** South Dakota
2. **Contact details:** Jane Shrank – DMV; Darwin Weeldreyer – DOC
Bonnie Larsen
Transition Case Manager
South Dakota State Penitentiary, Parole
PO Box 5911
Sioux Falls, South Dakota 57117-5911
605-367-5168
3. **URL's used:** <http://www.dot.nd.gov/divisions/driverslicense/dlinfo.htm>
4. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSN	<input type="checkbox"/>	<input type="checkbox"/>

5. **Acceptable forms of documentation for obtaining ID and DL**

Requirement	Acceptable Documentation
All	See Below

Documents Required to Obtain a Driver License

New Requirements for All Driver License and ID Card Applicants Effective 12-31-09

Effective Dec.31, 2009 federal regulations require anyone applying for a new, renewal, or duplicate driver license or identification card will have to provide the following documents listed below (photo copies are not acceptable).

One of the following to prove identity, date of birth, and lawful status:

- Certified U.S. birth certificate issued by State or County (hospital birth certificates are not acceptable)
- Valid unexpired U.S. passport
- Certificate of Naturalization
- Certificate of Citizenship
- Valid unexpired permanent resident card
- Valid unexpired employment authorization document
- Foreign passport with valid unexpired U.S. Visa with I-94

If your name is different than the name on your identity document, you will need to bring additional proof of your legal name. Acceptable documents for proof of a legal name change are

a certified marriage certificate (issued by a state vital records agency), a certified adoption document, or a certified court order authorizing a name change (such as a divorce decree). (For phone numbers and addresses to write for Vital Records, please visit <http://www.cdc.gov/nchs/w2w.htm>.)

One document to prove Social Security number. Only the documents listed below can serve as proof of Social Security number (document must include your full social security number):

- Social Security card
- W-2 Form
- SSA 1099 Form
- Non-SSA 1099 Form
- Pay stub (must include name and social security number)

(For information on how to apply for a social security number or replacement card, please visit <http://www.socialsecurity.gov/ssnumber/>)

Two documents to prove your residential address. Please bring two of the documents listed below (each must contain your current address):

- Utility bill
- Credit card statement
- Pay stub or earnings statement
- Rent receipt
- Phone bill
- Transcript or report card from an accredited school
- Bank statement
- Mortgage document
- Tax document
- Homeowners/renter's insurance policy
- Other items will be reviewed by licensing personnel
- If you are unable to provide proof of residency please call for exceptions 1-800-952-3696.
- PO Box addresses are acceptable in areas not assigned a street or 911 addresses.

Address Exceptions:

Minors - If a minor does not have two documents proving residency the parent may provide two forms for them.

Living with someone else - An individual residing with another person may have the other person sign a "[Consent for Use of South Dakota Address](#)" form and present two residency documents belonging to the person they reside with.

Living within an Organization or facility - A letter from the organization or facility (on their letterhead) stating the individual resides there...

People who travel full time - If you are using a mail forwarding address the applicant must complete the "[Residency Affidavit](#)" and provide one document proving their temporary address (campground or RV park receipt). If they have friends or family in South Dakota and will be using their address they can complete and follow the instructions on the Consent for Use of Address Form.

Military and Military Dependents - Can use out-of-state address on their license and provide two documents proving residency that include the out-of-state address.

Our examiners have the right to question any documents and request additional information prior to Drivers License or ID Card issuance. These new rules will help to establish a more secure driver license and will help address our shared concern about national security, identity theft, and highway safety.

If you have any questions please call the central Driver Licensing Program office at 1-800-952-3696.

6. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Most are OTC
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	This is done for some rural areas where the ID/DL is processed by another entity.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Used for facial recognition against photos in the SD database.
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	<input type="checkbox"/>	<input type="checkbox"/>	\$20, \$50-200 for reinstatement
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test	<input type="checkbox"/>	<input type="checkbox"/>	
Written test	<input type="checkbox"/>	<input type="checkbox"/>	
Driving test	<input type="checkbox"/>	<input type="checkbox"/>	

7. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Yes
SAVE (immigration documents)	Yes
PDPS, CDLIS (driving records)	
Real-time database updates	
Batch processing	
DOC access or equipment	
Birth Certificates	Check against SD birth certificates. Used to

	check against a federal system but no more funding. The federal system did not have a lot of state data at the time it was used.
--	--

8. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

South Dakota focuses on helping inmates obtain a birth certificate and social security card before release. These are detailed in the Offender ID Procedures document.

Some inmates that are at the minimum security level, one year from release, and a non-violent crime offender are on work release. They go out into the community at specified hours on their own and do work. They generally use public transportation. Some of these inmates are allowed to request extra time to renew an existing drivers license or ID. This is treated on a case by case basis but normally they do this on their own.

Others do the renewal through a paper application process.

New IDs/DLs are not processed.

OFFENDER IDENTIFICATION PROCEDURES

I Policy Index:



Date Signed: 3/8/2010
Distribution: Public
Replaces Policy: N/A
Supersedes Policy Dated: 1/30/2009
Affected Units: Adult Institutions
EFFECTIVE DATE: 3/10/2010
SCHEDULED DATE: JANUARY 2011
REVISION NUMBER: 3
OFFICE OF PRIMARY RESPONSIBILITY: DOC ADMINISTRATION

II Policy:

The South Dakota Department of Corrections (DOC) will utilize the processes contained in this document to verify an offender's identity. These processes are to assist offenders released from a DOC adult facility who require identification documents to seek employment, housing, education and/or live lawfully within the community.

III Definitions:

Authorized DOC Official:

For the purposes of this policy, an authorized DOC official is a staff member designated by the Secretary of Corrections ([See Attachment 3](#)).

Identification Documents (ID):

For the purposes of this policy, ID's may consist of anything that is solely connected with an offender's identity, such as: Social Security Number (SSN), drivers license/State issued ID, birth certificate, tribal membership card, etc.

Memorandum of Understanding (MOU):

For the purposes of this policy, an MOU is a legal document describing an agreement between the South Dakota Department of Corrections and the Social Security Administration (SSA). It expresses a convergence of will between the two parties, indicating an intended common line of action as it relates to application for replacement social security cards.

Legal File:

For the purposes of this policy, the legal file is maintained by central records for each offender to contain: sentencing documents, criminal history, date calculation worksheets, audit log, pre-sentence investigation (PSI), psychosexual evaluations, hold/detainer notification requests,

finger print/palm print cards, physical descriptions, parole documents, birth certificates, social security cards, drivers license and other identification documents.

NCIC III:

National Crime Information Center (NCIC) III is a computerized criminal history tracking system.

The III Program provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The NCIC III provides a means of conducting national criminal history record searches for criminal justice and other purposes as specified by existing local, state, and/or federal laws. Each criminal history record is supported by a criminal fingerprint submission.

Immigration and Customs Enforcement (ICE):

For the purposes of this policy, ICE is the investigative division within the United States Homeland Security responsible for identifying and investigating citizenship status for offenders in question.

ICE Holds/Detainers:

ICE Holds, often known as immigration holds are used to detain undocumented immigrants and/or immigrants who have been convicted of a felony, pending transfer of custody to immigration officials.

Alien Registration Number (ARN):

An ARN is a case number (much like a Social Security Number) that the United States Citizen and Immigration Services (USCIS) assign to people who are:

Applying for adjustment of status;

Applying for an employment authorization document (EAD) or

When someone finds themselves in deportation proceedings, etc.

Working Day:

A standard work week day, Monday through Friday, except for recognized state holidays, recognized national holidays and any other special holidays declared by the Governor of South Dakota or the President of the United States.

IV Procedures:

Determining Offenders Needing Identification Documents:

- A. Unit staff and/or transitional case managers will verify with central records and the offender that he/she will have the appropriate identification documents in preparation for work release, private sector prison industries employment and release.
- B. If a Social Security card or birth certificate is needed, please refer to the following sections within the policy: [Application for a Social Security Card Outside the Provisions of the MOU](#), [Application for a Replacement Social Security Card](#) or [Application for a Birth Certificate](#).

Criteria to Determine an Offender's Authenticity of Identity:

A. Admissions tasks to be completed by the identification office/intake during admission:

1. Offenders will be asked for their date of birth, SSN and if he/she has in their possession their social security card, driver's license and birth certificate.
 - a. If the offender does have a social security card, birth certificate and/or any other identification documents, those IDs will be collected and maintained in the legal file located at central records.
2. Offenders will have their photo taken (See DOC policy 1.4.A.1 [DOC Photographs of Inmates](#)).
3. Offenders will be finger printed and a record made of scars, marks or tattoos.

B. Admissions tasks to be completed by central records at time of admission and during course of incarceration include:

1. Offenders will have an NCIC III completed based on name and date of birth.

Note: The information obtained from an NCIC III consists of: name, date of birth, State ID, alias's, place of birth, gender, race, height, weight, eye color, hair color, FBI # (if applicable), social security number and any other additional date of births, social security numbers, alias's, scars, marks or tattoos.
2. A New Offender Interview Questionnaire will be completed on each offender, with the exception that this task will be completed by Intake at the South Dakota Women's Prison (SDWP) ([See Attachment 1](#)).
 - a. Central records or intake at SDWP will complete a face-to-face interview where the New Offender Interview Questionnaire will be completed on all offenders admitted to one of the adult DOC facilities.
3. Review of the Pre-Sentence Investigation (PSI) to identify and confirm information.
4. Review of the judgment to confirm name or date of birth and/or alias's.
5. A thorough review and comparison of any identification documents that the offender is able to provide to confirm identity.
6. Review of any prior SD DOC records (stored electronically and/or in paper format) of prior incarcerations and for a comparison of identification information.

C. To determine the positive identification of an offender, all sources of information obtained through the admission process outlined in the previous section will be compared by central records. If all available information matches, the offender will be recorded as positively identified. If any information can not be matched (i.e. multiple social security numbers or date of births), the offender will be recorded as unidentified.

1. This information will be recorded in the Criminal History tab within Citrix as follows:
 - a. Y = Yes they are positively identified.
 - b. N = No they are not positively identified.
 - c. U = Identity to be determined. All existing records will default as a "U" until changed to a "Y" or an "N".

Note: During application for a replacement social security card, transitional case manager are responsible for ensuring verification of the offender. If the ID Verification field on mainframe is blank, the transitional case manager will contact central records to determine verification of the offender.

D. If determined by central records staff that an offender may not be a U.S. Citizen, the following procedures are to be completed by central records staff:

1. An ICE Hold Inquiry is made to ICE ([See Attachment 2](#)).

- a. A copy of the completed ICE Hold Inquiry will be placed in the offender's legal file and institutional file.
- Note:* This review may include an interview with the offender conducted by ICE.
2. Once the immigration status has been determined by ICE, the Alien Registration Number (ARN) may be entered on the second QS screen on mainframe, as well as an ICE Hold/Detainer will be noted on the comments section (if applicable).
 3. If an ICE Hold/Detainer is initiated a copy of the ICE Hold/Detainer and the memo will be placed in the legal file, institutional file and a copy sent to the offender.
 4. After it has been determined the status of citizenship, it will be noted on the demographics screen within mainframe.
 - a. Y = Yes they are an alien.
 - b. N = No they are not an alien, thus a US Citizen.
- E. At any time an offender's identity is unable to be verified, authorized DOC officials will follow the guidelines prescribed in the [Application for a Social Security Card Outside the Provisions of the MOU](#) with assisting an offender in obtaining his/her social security card.

Application for a Birth Certificate:

- A. Any offender who does not have a birth certificate or is unable to obtain their birth certificate at a minimum of twelve (12) months prior to a possible release and does not have access to other identification documents, a unit staff and/or transition case manager will assist the offender in applying for their birth certificate.
- B. All birth certificate applications will include the Birth Certificate Application Cover Letter ([See Attachment 8](#)).
- C. Application for South Dakota Birth Certificates:
 1. A unit staff and/or transition case manager will assist the offender in completing the South Dakota Application for Birth Record ([See Attachment 9](#)).
 - a. Application will then be forwarded to Central Records for submission to Vital Statistics.
 - b. A DOC Central Records official is required to submit a picture of their blue DOC ID (front and back) along with the application for a South Dakota Birth Certificate.
 2. Vital Statistics will submit a statement for payment to DOC Administration.
- D. Application for Non-South Dakota Birth Certificates:
 1. A unit staff and/or transition case manager will assist the offender in obtaining the required information relevant to the state requirements for which the offender was born.
 2. The application procedures can be obtained at the following website: www.usbirthcertificate.com.
 3. A unit staff and/or transition case manager will assist the offender in completing the required paperwork for a birth certificate, including agency and address of where application for birth certificate is to be submitted.
 4. Once the required paperwork for a birth certificate has been completed, the unit staff and/or transition case manager will complete the following procedures to obtain payment:
 - a. A request for a check will be sent to the applicable institution's business office with a stamped envelope and commissary slip for the check to be inserted and then mailed. The commissary slip should include the following:

- 1) Inmate's name;
- 2) Inmate's number;

- 3) Amount of the check and
- 4) Payee of the check.

Note: A check is issued from the Birth Certificate Group Account and that account is reimbursed on a monthly basis from Parole Services. Offenders are not responsible for accrued costs to obtain a replacement birth certificate.

- b. The following documents will be mailed to the appropriate state vital records department:
 - 1) Birth Certificate Application Cover Letter, with offender's signature ([See Attachment 8](#));
 - 2) South Dakota Application for a Birth Record ([See Attachment 9](#));
 - 3) A photo of the offender;
 - 4) A copy of the authorized DOC official's ID badge (both front and back) and
 - 5) The check for application.

Application for a Social Security Card Outside the Provisions of the MOU:

- A. If an offender has not been issued a social security card or the application for the replacement social security card does not fall within the provisions of the Memorandum of Understanding, the appropriate institution may complete the following tasks:
 1. The authorized DOC official may provide the offender with a Form SS-5;
 2. If assistance is requested by the offender, the authorized DOC official may assist the offender with completing Form SS-5 and/or review the completed application.
 3. Provide the offender with instructions for contacting SSA.

Note: In these situations, the address block on Form SS-5 will **not** reflect the institution's name, the offender's Prison System Identification Number or the name of the authorized DOC official.

Application for a Replacement Social Security Card:

- A. If an offender does not have a social security card, either at the facility or accessible at their home, they are eligible to apply for a replacement social security card when they meet one or more of the below criteria:
 1. The offender is eligible to be released from an adult DOC facility within one-hundred and twenty (120) calendar days.
 - b. The offender is within one-hundred and twenty (120) calendar days of participating in work release or the Community Transition Program (CTP).
 - c. The offender has been accepted to participate in private sector prison industries (PSPI).
 2. If the offender does not have access to other identification documents, the authorized DOC official will have assisted the offender in obtaining a birth certificate as set forth in [Application for a Birth Certificate](#) prior to submitting an Application for a Social Security Card.

Responsibilities of Authorized DOC Officials:

- A. The Secretary of Corrections will complete the Authorized DOC Officials Document ([See Attachment 3](#)), which will be forwarded to each Social Security Administration (SSA) field office servicing an adult DOC facility.

- B. The authorized DOC officials will be responsible for assisting inmates who meet one of the above criteria in [Application for a Replacement Social Security Card](#) with obtaining a replacement SSN card by completing the following procedures:
1. Each offender will be provided an Application for a Social Security Card, Form SS-5 ([See Attachment 4](#)).
 2. Each offender who completes Form SS-5 will also be required to complete and sign the Consent for Release of Information, Form SSA-3288 ([See Attachment 5](#)).
 3. The authorized DOC official will review and compare the offender completed Forms SS-5 and SSA-3288 with the biographical information contained in the offender's prison records to ensure the following is complete and accurate:
 - a. The offender has signed Form SS-5 and SSA-3288;
 - b. The offender's name listed on Form SS-5 and SSA-3288 reflects the offender's legal name; and
 - c. The offender's Prison System Identification Number and the address of DOC Central Records must appear in the address block on Form SS-5.
 4. The authorized DOC official is responsible for preparing a Certification of Prison Records ([See Attachment 6](#)).
 - a. The Certification of Prison Records shall also contain any other names and/or SSN used by the offender.
 - 1) At any time an authorized DOC official becomes aware that an offender has used multiple SSNs, procedures prescribed in the [Application for a Social Security Card Outside the Provisions of the MOU](#) will be followed.
 - b. The Certification of Prison Records shall also contain the offender's mother's maiden name and father's name **only** if that information can be verified.
 - 1) If the offender's mother's maiden name and father's name **can not** be verified, it should be reflected as "unknown" on the Certificate of Prison Records.
 - c. The completed Form SS-5 will be placed in a secure location until mailed to the SSA field office.

Note: Copies of completed Form SS-5 will **not** be maintained in any file. Only the offender's name, Prison System Identification Number and the date of application for a replacement social security card will be maintained in a data base by an authorized DOC official.
- C. Upon verification and completion, the following forms will be mailed to the SSA field office:
1. SS-5 ([See Attachment 4](#));
 2. SSA-3288 ([See Attachment 5](#));
 3. Certification of Prison Records ([See Attachment 6](#)) and
 4. Replacement SSN Card Application List ([See Attachment 7](#)).
 - a. When submitting multiple replacement SSN card applications, only one (1) Replacement SSN Card Application List is required per submission for each SSA field office.

Receiving of Offender Identification Documents:

- A. All offenders' identification documents must be placed in the offender's legal file, which is to be maintained in a secure area at all times.
1. At no time, will offenders be allowed access to files containing the SSN cards of other inmates (See DOC policy 1.1.E.3 [Offender Access to Records](#)).

- B. In the event a SSN card is received that can **not** be associated with an offender who completed and submitted an Application for a Social Security Card, the replacement SSN card will be returned to the SSA field office within thirty (30) days.
- C. At no time, shall the offender be allowed to maintain possession of their SSN card while incarcerated without approval from an authorized DOC official.
 - 1. The SSN card may be **temporarily** released to the offender when approved by an authorized DOC official, such as: in search for employment, housing, education, vocational rehabilitation, etc.
- D. The offender will be provided his/her identification documents upon his/her release from the institution as prescribed in the [Identification Documents Release Procedures to Offenders](#) section.

Identification Documents Release Procedures to Offenders:

- A. Central records will review the offender's legal file for social security card, birth certificate, driver's license, tribal membership card, State issue identification, etc. to ensure offenders receive their identification documents upon any release.
 - 1. Discharge:
 - a. All identification documents maintained in the legal file will be forwarded with the Discharge Certificate to the appropriate facilities business office to be disbursed to the offender upon release from the facility.
 - 2. Parole/Suspended Sentence:
 - a. Once central records receives the Release Slip from the appropriate transitional case manager (five (5) working days prior to the release), all identification documents maintained in the offender's legal file will be sent via First Class U.S. Mail to the supervising parole agent.
 - b. During the first meeting with the offender, the supervising parole agent will give the offender the identification documents.

V Related Directives:

- DOC policy 1.1.E.3 - [Offender Access to Records](#)
- DOC policy 1.4.A.1 - [DOC Photographs of Inmates](#)
- DOC policy 1.4.G.2 - [Inmate Release Procedure](#)

VI Revision Log:

October 2008: New policy.

March 2009: **Revised** policy statement to clarify that this policy will assist offenders who require ID documents to gain employment, housing, etc. **Replaced** "eligible" with "accepted" as it relates to PSPI in ss (A1b of Application for a Replacement Social Security Card). **Replaced** "note" with "1)" under ss (4a1), **added** new ss (b and b1) and reformatted subsequent bullets all within Responsibilities of Authorized DOC Officials. **Revised** Attachment 1 to include Jr., Sr., or other as it relates to the inmate's name. **Revised** Attachment 6 to include mother's maiden name and father's name.

January 2010: **Replaced** formatting of Section I. **Deleted** statement regarding "and requesting a replacement social security card in ss (A), **replaced** Authorized DOC Official with unit staff and/or TCM throughout section, **added** ss (C1a) regarding Vital Statistics, **replaced** Authorized DOC Official with Central Records in ss (C1b), **replaced** emailed with sent and **replaced**

reference to two weeks with stamped envelope and commissary slip in ss (D4a), **added** "Note" about where funds come from in ss (D4a) and **deleted** former ss (D4b) regarding the respective business office cutting the check and sending back to the Authorized DOC Official all within Application for a Birth Certificate. **Revised** picture of Attachment 8. **Added** hyperlinks throughout.

	3/8/2010
Tim Reisch, Secretary of Corrections	Date

Attachment 1: New Offender Interview Questionnaire

The *New Offender Interview Questionnaire* form is located on the state's WAN. A copy may be printed using *Microsoft Word 97* as follows:

1. Click [here](#) to access the *New Offender Interview Questionnaire* by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select *File/New* from the Menu Bar / Select the *DOC* tab / Select *New Offender Interview Questionnaire*.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public		Attachment: New Offender Interview Questionnaire Please refer to DOC policy 1.1.A.7 Offender Identification Procedures	
NEW OFFENDER INTERVIEW QUESTIONNAIRE (BE AS ACCURATE AND COMPLETE AS POSSIBLE; WRITE SO IT CAN BE READ)			
Inmate #: <input type="text"/>	Name: <input type="text"/>	<input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Other <input type="text"/>	<input type="text"/>
Alias/Nick Name or Maiden Name: <input type="text"/>		Please Specify if Applicable: Last <input type="text"/> First <input type="text"/> MI <input type="text"/>	
SSN: <input type="text"/>	Date of Birth: <input type="text"/>	Place of Birth: <input type="text"/>	<input type="text"/>
Last address lived at: <input type="text"/>		Street Address <input type="text"/>	City <input type="text"/> State <input type="text"/>
Last grade attended: <input type="text"/>		Did you attend college: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did you receive a diploma: Yes <input type="checkbox"/> No <input type="checkbox"/>		Did you obtain a GED: Yes <input type="checkbox"/> No <input type="checkbox"/>	
List any college (s) or vocational education you received: (Name of school, city and state of school): <input type="text"/>			
College(s) or Vocational Training(s): <input type="text"/>		City and State where school is located: <input type="text"/>	
List your most recent drug, alcohol or mental health treatment: <input type="text"/>			
Name of Institution: <input type="text"/>		City & State of Institution: <input type="text"/>	Year Received: <input type="text"/> Alcohol, Drug or Mental Health: <input type="text"/>
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Tribal <input type="checkbox"/> Affiliated			
Religious Preference: <input type="text"/>			
Military Experience: Yes <input type="checkbox"/> No <input type="checkbox"/> Branch: <input type="text"/> Yr. Entered: <input type="text"/> Yr. Discharged: <input type="text"/>			
Type of Discharge: <input type="text"/>			
Have you ever been in a SD State Prison: Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when: <input type="text"/>			
What were you incarcerated for: <input type="text"/>			
Prior Felonies: <input type="text"/>		State: <input type="text"/>	Year: <input type="text"/>
Last Employer: <input type="text"/>		Business Name: <input type="text"/>	City & State: <input type="text"/> Length of Employment: <input type="text"/> Job Title: <input type="text"/>
Emergency Contact: <input type="text"/>		Relationship to You: <input type="text"/>	
Address: <input type="text"/>		City & State: <input type="text"/>	Telephone #: <input type="text"/>
Inmate's Physical Description: Sex: <input type="text"/> Height: <input type="text"/> Weight: <input type="text"/> Eyes: <input type="text"/> Hair: <input type="text"/>			
Race: Caucasian <input type="checkbox"/> African Amer. <input type="checkbox"/> Nat. Amer. <input type="checkbox"/> Hispanic <input type="checkbox"/> Other <input type="checkbox"/>			
Complexion: Light <input type="checkbox"/> Medium <input type="checkbox"/> Dark <input type="checkbox"/>		Build: Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/>	
Revised: 3/2009		Page 1 of 1	

Attachment 3: Authorized DOC Officials Document

The **Authorized DOC Officials Document** form is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Authorized DOC Officials Document** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.

2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Authorized DOC Officials Document**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections		Attachment: Authorized DOC Officials Document	
Policy Distribution: 777		Please refer to DOC policy 1.1.A.7 Offender Identification Procedures	
	DEPARTMENT OF CORRECTIONS <i>Records Office</i> P.O. Box 3011 Sioux Falls, SD 57117-5911 Phone: (605) 367-5140 Fax: (605) 367-5584		
	AUTHORIZED DOC OFFICIALS DOCUMENT		
Social Security Administration Local Office Address:		Date: <input type="text"/>	
<input type="text"/>			
Dear: <input type="text"/>			
Pursuant to procedures contained in the Memorandum of Understanding (MOU) between our agencies, I hereby authorize the following staff to submit offender applications for replacement SSN cards to your office and certify the identifying information found in inmates' official prison records:			
Signature	Print Name	<input type="text"/>	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Print Name	<input type="text"/>	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Print Name	<input type="text"/>	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Print Name	<input type="text"/>	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Print Name	<input type="text"/>	Job Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please contact me at <input type="text"/> - <input type="text"/> - <input type="text"/> if you have any questions.			
			Sincerely,
			<input type="text"/>
			Signature
			<input type="text"/>
			Print Name
			Secretary of Corrections
			Job Title
Revised: 3/3/2009		Page 1 of 1	

Attachment 5: Consent for Release of Information, SSA-3288

The **Consent for Release of Information, SSA-3288** form is located on the Social Security Administrations website.

A copy may be printed by going to www.socialsecurity.gov as follows:

- a. Click on **Forms and Publications** on the left side of the screen.
- b. Click on **Social Security Forms** in the middle of the screen.
- c. Select **Form Number** next to the **Search** drop down box.
- d. Type in **SSA-3288** next to **For**.
- e. Click on **Search**.
- f. Selected SSA-3288 from the list.
- g. Print out form.

Page 1 of 2

Page 2 of 2

<p style="text-align: right; font-size: small;">Form Approved OMB No. 0960-0566</p> <p>Social Security Administration Consent for Release of Information</p> <p style="font-size: x-small;">Please read these instructions carefully before completing this form.</p> <p>When to Use This Form</p> <p>Complete this form only if you want the Social Security Administration to give information or records about you to an individual or group (for example, a doctor or an insurance company).</p> <p>Natural or adoptive parents or a legal guardian, acting on behalf of a minor, who want us to release the minor's:</p> <ul style="list-style-type: none"> - nonmedical records, should use this form. - medical records, should not use this form, but should contact us. <p>Note: Do not use this form to request information about your earnings or employment history. To do this, complete Form SSA-7050-F4. You can get this form at any Social Security office.</p> <p>This consent form must be completed and signed only by:</p> <ul style="list-style-type: none"> - the person to whom the information or record applies, or - the parent or legal guardian of a minor to whom the nonmedical information applies, or - the legal guardian of a legally incompetent adult to whom the information applies. <p>How to Complete This Form</p> <p>To complete this form:</p> <ul style="list-style-type: none"> - Fill in the name, date of birth, and Social Security Number of the person to whom the information applies. - Fill in the name and address of the individual or group to which we will send the information. - Fill in the reason you are requesting the information. - Check the type(s) of information you want us to release. - Sign and date the form. If you are not the person whose record we will release, please state your relationship to that person. <p>PRIVACY ACT NOTICE: The Privacy Act Notice requires us to notify you that we are authorized to collect this information by section 3 of the Privacy Act. You do not have to provide the information requested. However, we cannot release information or records about you to another person or organization without your consent for release of information. Your records are confidential. We will release only records that you authorize, and only to persons or organizations who you authorize to receive that information.</p> <p>PAPERWORK REDUCTION ACT STATEMENT: This information collection meets the clearance requirements of 44 U.S.C. §3207, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to read the instructions, gather the facts, and answer the questions. SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. The office is listed under U.S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-3213. You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 212345-6401. Send any comments relating to our time estimate to this address, not the completed form.</p> <p style="font-size: x-small;">Form SSA-3288 (5-2007) EF (5-2007)</p>	<p style="text-align: right; font-size: small;">Form Approved OMB No. 0960-0566</p> <p>Social Security Administration Consent for Release of Information</p> <p>TO: Social Security Administration</p> <p>Name _____ Date of Birth _____ Social Security Number _____</p> <p>I authorize the Social Security Administration to release information or records about me to:</p> <p style="text-align: center;">NAME _____ ADDRESS _____</p> <p>_____</p> <p>I want this information released because:</p> <p>_____</p> <p>(There may be a charge for releasing information.)</p> <p>Please release the following information:</p> <p>_____ Social Security Number</p> <p>_____ Identifying information (includes date and place of birth, parents' names)</p> <p>_____ Monthly Social Security benefit amount</p> <p>_____ Monthly Supplemental Security Income payment amount</p> <p>_____ Information about benefits/payments I received from _____ to _____</p> <p>_____ Information about my Medicare claim/coverage from _____ to _____ (specify) _____</p> <p>_____ Medical records</p> <p>_____ Record(s) from my file (specify) _____</p> <p>_____ Other (specify) _____</p> <p>I am the individual to whom the information/record applies or that person's parent (if a minor) or legal guardian. I know that if I make any representation which I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.</p> <p>Signature: _____ <small>(Show signature, name, and address of two people if signed by mail.)</small></p> <p>Date: _____ Relationship: _____</p> <p style="font-size: x-small;">Form SSA-3288 (5-2007) EF (5-2007)</p>
---	---

Attachment 6: Certification of Prison Records

The *Certification of Prison Records* form is located on the state's WAN.

A copy may be printed using *Microsoft Word 97* as follows:

1. Click [here](#) to access the *Certification of Prison Records* by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.

2. Or Select *File/New* from the Menu Bar / Select the *DOC* tab / Select *Certification of Prison Records*.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution:		Attachment: Certification of Prison Records Please refer to BOC policy 1.1.A.7 Offender Identification Procedures	
		DEPARTMENT OF CORRECTIONS <i>Records Office</i> P.O. Box 3011 Sioux Falls, South Dakota 57117-9111 Phone: (605) 367-5140 Fax: (605) 367-5384	
CERTIFICATION OF PRISON RECORDS			
		Date: <input type="text"/>	
		Inmate Name: <input type="text"/>	
		Inmate ID #: <input type="text"/>	
		Social Security #: <input type="text"/>	
Social Security Administration Local Office Address: <input type="text"/>			
Attached, please find a completed Form SS-5 (Application for Social Security Number) requesting a replacement Social Security Number card for the above named Inmate.			
I, the undersigned, certify that I have reviewed appropriate documents in the above named Inmate's official prison record; that the identifying information shown below is accurate according to the record:			
Name: <input type="text"/>		<input type="text"/>	
Date of Birth: <input type="text"/>		<input type="text"/>	
Place of Birth: <input type="text"/>		<input type="text"/>	
Mother's Maiden Name: <input type="text"/>		<input type="text"/>	
Father's Name: <input type="text"/>		<input type="text"/>	
Other Names Used By Inmate: <input type="text"/> <input type="text"/> <input type="text"/>		Other Social Security Numbers Used By Inmate: <input type="text"/> <input type="text"/> <input type="text"/>	
If you have any further questions, please contact me between the hours of <input type="text"/> to <input type="text"/> . My telephone number is <input type="text"/> .			
		Typed Name of Authorized Official <input type="text"/>	
		Job Title of Authorized Official <input type="text"/>	
Revised: 3/2009		Page: 1 of 1	

Attachment 7: Replacement SSN Card Application List

The **Replacement SSN Card Application List** form is located on the state’s WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Replacement SSN Card Application List** by:
 - a. Placing mouse on the word “here” above
 - b. Press and hold the “Ctrl” key on the keyboard
 - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Replacement SSN Card Application List**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution:	Attachment: Replacement SSN Card Application List Please refer to DOC policy 1.1.A.7 Offender Identification Procedures																																	
	DEPARTMENT OF CORRECTIONS Records Office P.O. Box 5911 Sioux Falls, South Dakota 57117-5911 Phone: (605) 367-5140 Fax: (605) 367-5584																																	
REPLACEMENT SSN CARD APPLICATION LIST																																		
Date: <input style="width: 50px;" type="text"/>																																		
Social Security Administration Attn: <input style="width: 50px;" type="text"/>																																		
Dept: <input style="width: 50px;" type="text"/>																																		
Pursuant to procedures contained in the Memorandum of Understanding between the South Dakota Department of Corrections and Social Security Administration, we are enclosing recently completed SS-5 applications for replacement Social Security Number cards for the following inmates:																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 40%;">Inmate Complete Name</th> <th style="width: 55%;">Inmate Prison Identification Number</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td></tr> </tbody> </table>		Inmate Complete Name	Inmate Prison Identification Number	1.			2.			3.			4.			5.			6.			7.			8.			9.			10.		
	Inmate Complete Name	Inmate Prison Identification Number																																
1.																																		
2.																																		
3.																																		
4.																																		
5.																																		
6.																																		
7.																																		
8.																																		
9.																																		
10.																																		
Each SS-5 is accompanied by a signed SSA-3288, along with a completed Certification of Records form. If you require additional information, please do not hesitate to contact me. Thank you for your time.																																		
Sincerely; <input style="width: 100px; height: 20px;" type="text"/>																																		
_____ Typed Name of Authorized DOC official																																		
Revised: 10/31/2008	Page 1 of 1																																	

Attachment 8: Birth Certificate Application Cover Letter

The **Birth Certificate Application Cover Letter** form is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Birth Certificate Application Cover Letter** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.

2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Birth Certificate Application Cover Letter**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution:		Attachment: Birth Certificate Application Cover Letter Please refer to DOC policy 1.1A.7 Offender Identification Procedures	
		DEPARTMENT OF CORRECTIONS Records Office P.O. Box 5911 Sioux Falls, South Dakota 57117-5911 Phone: (605) 367-5140 Fax: (605) 367-5584	
BIRTH CERTIFICATE APPLICATION COVER LETTER			
Date: <input type="text"/>			
Address of Vital Records Department: <input type="text"/>			
To Whom It May Concern:			
I am currently an Inmate at the South Dakota Department of Corrections. I would like to obtain a copy of my Birth Certificate to help with obtaining a State Issued I.D./Driver's License upon release.			
Inmate Name: <input type="text"/>			
Date of Birth: <input type="text"/>			
Father's Name: <input type="text"/>			
Mother's Maiden Name: <input type="text"/>			
Please send copy of this Inmate's Birth Certificate to: Department of Corrections Records Office P.O. Box 5911 Sioux Falls, SD 57117-5911			
Sincerely,			
_____ Inmate Signature		_____ Staff Signature	
Date		Date	
Revised: 10/31/2008		Page 1 of 1	

Attachment 9: South Dakota Application for a Birth Record

The *South Dakota Application for a Birth Record* form is located on the South Dakota Department of Health's website.

A copy may be printed by going to www.vitalrecords.sd.gov as follows:

- Click on **Order Records** on the left side of the screen.
- Click on **birth** located on the second bullet under **Ordering Birth, Death and Marriage Records**
- Print our form.

South Dakota Application for a Birth Record		VITAL RECORDS 207 N MISSOURI AVE, STE #104 PIERRE SD 57501 605-773-4891													
<p>To receive a birth record you must:</p> <ul style="list-style-type: none"> • Choose an ordering method (see Ordering Methods in the instructions). • Choose the type of identification that you need (see Identification in the instructions). • Determine what fees apply to your request (see Fees in the instructions). • Determine if you meet the eligibility requirements (see Eligibility in the instructions). <p>NOTE: If you need to order more than one type of Vital Record (e.g., a birth and marriage record) you need to complete Sections 1 and 2 (and Sections 3 or 4 if applicable) on this form and the <i>Application for Vital Records Affidavit</i>.</p>															
<p>Section 1</p> <p>CUSTOMER'S FULL NAME: _____</p> <p>STREET ADDRESS: (If your mailing address is a P.O. Box, please include your street address after the box.) _____</p> <p>CITY: _____ STATE: _____ ZIP: _____ PHONE NUMBER: () _____</p> <p><small>Indicate by checking this application, the information that I provide is accurate to the best of my knowledge.</small></p> <p>Customer's Signature: _____ Today's Date: _____</p>															
<p>Section 2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>FIRST NAME:</td> <td>MIDDLE NAME:</td> <td>LAST NAME:</td> </tr> <tr> <td># OF COPIES (EIT per copy):</td> <td>SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female</td> <td>DATE OF BIRTH:</td> </tr> <tr> <td>MOTHER'S FIRST NAME:</td> <td>MIDDLE NAME:</td> <td>MARITAL NAME (NAME PRIOR TO FIRST MARRIAGE):</td> </tr> <tr> <td>FATHER'S FIRST NAME:</td> <td>MIDDLE NAME:</td> <td>LAST NAME:</td> </tr> </table> <p>TYPE OF COPY: <input type="checkbox"/> Certified <input type="checkbox"/> Certified Photocopy <input type="checkbox"/> Self <input type="checkbox"/> Other <input type="checkbox"/> Completed, generated over 18 months ago <input type="checkbox"/> Original <input type="checkbox"/> Original signed (Please complete section 4) <input type="checkbox"/> Personal or Property Right <input type="checkbox"/> Record under 183 system</p> <p>MAIL APPLICANT'S ONLY: Applicants who are applying to mail must submit WITNESSES a color copy of a government issued photo ID that contains the applicant's signature OR submit a completed application.</p> <p>Submitted to and search before me this (date): _____</p> <p>Signature of Notary Public: _____ SEAL</p> <p>My commission expires: _____</p> <p>Section 3</p> <p>DELEGATED AGENT'S ONLY: The notary who is designating an agent to collect their record must complete this section and have their signature indicated.</p> <p>I, _____ after being duly sworn upon oath, _____</p> <p>do hereby authorize _____ to act on my behalf in obtaining certified copies of vital records.</p> <p>Signature of person designating an agent: _____ SEAL</p> <p>Submitted to and search before me this (date): _____</p> <p>Signature of Notary Public: _____ FOR OFFICE USE ONLY</p> <p>My commission expires: _____</p>				FIRST NAME:	MIDDLE NAME:	LAST NAME:	# OF COPIES (EIT per copy):	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH:	MOTHER'S FIRST NAME:	MIDDLE NAME:	MARITAL NAME (NAME PRIOR TO FIRST MARRIAGE):	FATHER'S FIRST NAME:	MIDDLE NAME:	LAST NAME:
FIRST NAME:	MIDDLE NAME:	LAST NAME:													
# OF COPIES (EIT per copy):	SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH:													
MOTHER'S FIRST NAME:	MIDDLE NAME:	MARITAL NAME (NAME PRIOR TO FIRST MARRIAGE):													
FATHER'S FIRST NAME:	MIDDLE NAME:	LAST NAME:													
<p>VITAL RECORD APPLICATION INSTRUCTIONS</p> <p>To receive a birth record you must:</p> <ol style="list-style-type: none"> Choose an ordering method (see Ordering Methods). Choose the type of identification that you need (see Identification). Determine what fees apply to your request (see Fees). Determine if you meet the eligibility requirements (see Eligibility). <p>NOTE: If you are ordering multiple types of vital record (e.g., a birth and marriage record) you need to complete Sections 1 and 2 (and Sections 3 or 4 if applicable) on this form and the <i>Application for Vital Records Affidavit</i>.</p> <p>ORDERING METHODS</p> <p>Vital Records Requests can be made using the following methods:</p> <ul style="list-style-type: none"> Internet orders at www.vitalrecords.sd.gov with a credit card. An additional fee of \$11.00 for expedited processing applies if you choose this method. Telephone orders at (605) 773-4891. An additional fee of \$11.00 for expedited processing applies if you choose this method. Mail orders may be sent to: VITAL RECORDS Requests made via mail must include: a completed application with the appropriate fee and proof of identity as described below. Please mail requests to the address listed in the upper right portion of the South Dakota Application for a Birth Record. In Person requests can be processed at any South Dakota county Register of Deeds office or at the State Vital Records Office. Please be ready to provide proof of your identity as outlined below in the Identification section, pay the appropriate fee and complete the application form. <p>IDENTIFICATION</p> <p>Applicants who are applying by mail must WITNESSES submit a clear copy of a CURRENT government issued photo ID that contains the applicant's signature OR have a notary public witness their signature on Section 3 of the application. All government issued IDs must meet a clear photocopy of any ONE of the following:</p> <p>Social Security Card Pay stub (must include your name, social security number and the name and address of the business) Utility bill with current address Bank statement with current address Car registration or title with current address</p> <p>FEES - Payment should be made in the form of check or money order to: VITAL RECORDS Certified or informational copy of a Birth Record or a certified or informational notations of a record searched: _____ \$10 per record Expedited processing (the phone or internet requests only): _____ \$11.00 in addition to \$10 per record</p> <p>ELIGIBILITY</p> <p>By state law, vital records are not open for public inspection. Vital records may be issued in the form of a certified or an informational copy. Only certain individuals are eligible to obtain a certified copy of a vital record (see below to determine if you qualify). Not qualified to receive a certified copy of a vital record? Any person who submits an application and the applicable fee can obtain an informational copy of a vital record.</p> <p>Certified Copies: When possible, the record will be computer generated, issued on security paper with a raised seal and have the signature of the issuing agent. Applicants can request a photostatic copy (a static copy of the original) if a computer generated copy does not contain enough of the needed information. Individuals eligible for a certified copy are the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Self Spouse - If a guardian, please submit documentation of your legal guardianship. Next of Kin - Grandparents, grandchildren over 18 and siblings only. Attorney, Guardian or Financial Director with or without a family. </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Unrelated Agent - Someone given the authority by another individual to obtain a vital record on his or her behalf. You must complete Section 4, <i>Application for Succession Rights</i>. Individuals in the categories above - Please submit documentation of the right with your application. </td> </tr> </table> <p>Informational Copies: These copies will appear on plain paper and contain the statement "For Informational Purposes Only - Not for Legal Proof of Information." An informational copy will contain a raised seal and the signature of the issuing agent. When possible all informational copies will be issued from the computer unless a photostatic copy is requested.</p>		<ul style="list-style-type: none"> Self Spouse - If a guardian, please submit documentation of your legal guardianship. Next of Kin - Grandparents, grandchildren over 18 and siblings only. Attorney, Guardian or Financial Director with or without a family. 	<ul style="list-style-type: none"> Unrelated Agent - Someone given the authority by another individual to obtain a vital record on his or her behalf. You must complete Section 4, <i>Application for Succession Rights</i>. Individuals in the categories above - Please submit documentation of the right with your application. 	<p>Section 4</p> <p>DELEGATED AGENT'S ONLY: The notary who is designating an agent to collect their record must complete this section and have their signature indicated.</p> <p>I, _____ after being duly sworn upon oath, _____</p> <p>do hereby authorize _____ to act on my behalf in obtaining certified copies of vital records.</p> <p>Signature of person designating an agent: _____ SEAL</p> <p>Submitted to and search before me this (date): _____</p> <p>Signature of Notary Public: _____ FOR OFFICE USE ONLY</p> <p>My commission expires: _____</p>											
<ul style="list-style-type: none"> Self Spouse - If a guardian, please submit documentation of your legal guardianship. Next of Kin - Grandparents, grandchildren over 18 and siblings only. Attorney, Guardian or Financial Director with or without a family. 	<ul style="list-style-type: none"> Unrelated Agent - Someone given the authority by another individual to obtain a vital record on his or her behalf. You must complete Section 4, <i>Application for Succession Rights</i>. Individuals in the categories above - Please submit documentation of the right with your application. 														

INMATE OPERATION OF VEHICLES PROCEDURE

I Policy Index:

Date Signed: 1/8/2010

Distribution: Public

Replaces Policy: N/A This policy supersedes the 12/30/2008 version.

Affected Units: Adult Institutions

Effective Date: 1/11/2010

Scheduled Revision Date: December 2010

Revision Number: 7

Office of Primary Responsibility: DOC Administration

II Policy:

Inmates can operate vehicles consistent with the guidelines contained in this policy.

III Definitions:

Vehicle:

For the purposes of this policy, a vehicle includes motor vehicles (automobiles, motor trucks and all vehicles propelled by power other than muscle power), off-road vehicles (self-propelled, two or more wheeled vehicles designed primarily to be operated on land other than a highway and includes, but is not limited to, all terrain vehicles, golf carts/“mules” and vehicles whose manufacturer’s statement of origin {MSO} or manufacturer’s certificate of origin {MCO} states that the vehicle is not for highway use), road tractors (any motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn) and farm vehicles (field tractors and other farm machinery). This definition specifically excludes riding lawn mowers, self-propelled lawn mowers, and “push –type” lawn mowers.

Licensed Vehicle:

For the purposes of this policy, a licensed vehicle is any vehicle defined above that is required to maintain a license plate(s) in order to be driven on public roads (See SDCL § [32-5](#)).

Security Perimeter:

Fences and/or walls (including the exterior wall of a building) that provide for the secure confinement of offenders within a facility. All entrances and exits of a security perimeter are under the control of facility staff, thereby preventing an offender from leaving the facility unsupervised or without permission.

IV Procedures:

Driver License Requirement to Operate a Vehicle:

- A. Any inmate operating a vehicle outside of a security perimeter must have a valid and proper driver license.
 - 1. Unit staff will verify that inmates have a valid and proper driver license every six (6) months through a law enforcement teletype check. Documentation of these checks will be kept in the inmate's institutional file.
 - 2. The inmate's driver license (if in his/her possession) will be kept in his/her legal file unless the unit manager determines that the inmate must possess the license as part of his/her job. Any other inmate use of his/her driver license must be approved by the Unit Manager.
 - 3. The work supervisor is responsible for verifying that an inmate has a valid operator license prior to allowing an inmate to operate a vehicle.
 - 4. It is an inmate's responsibility to inform unit staff his/her driver license will expire within the next six (6) months (See below for the procedures on driver license renewal).

- B. An inmate may be approved to test for a South Dakota driver license or to have a driver license renewed if it is in the best interest of the Department of Corrections (DOC).
 - 1. Unit staff will determine which inmates may test for a South Dakota driver license or have a driver license renewed.
 - 2. Approval will typically be limited to inmates who are a minimum custody level or low medium custody level (See DOC policy 1.4.B.2 [Inmate Classification](#)).
 - 3. Inmates will be responsible for paying any and all license fees.

- C. Unit staff will not approve any inmate for testing who ever had his/her driving privileges suspended, revoked, disqualified or canceled in South Dakota or any other jurisdiction.

- D. An inmate who was ever incarcerated for a third or subsequent DWI offense, vehicular battery, vehicular homicide or hit and run with injury is not eligible for testing (See SDCL § [22-16-41](#), [32-23-4](#), [32-23-4.6](#), [32-23-4.7](#) and [32-34-5](#)).

- E. Unit staff may also consider an inmate's current and previous disciplinary record, previous criminal history, adjustment to prison and any other information available to them when deciding if an inmate should be approved for testing or renewal.

- F. An inmate will normally be approved to test for or renewal of a Class 1 driver license only.
 - 1. Testing or renewal for any other class of license must be approved by an inmate's Unit Manager and his/her immediate supervisor.
 - 2. An inmate must present identification as required by ARSD Chapter [61:18:08](#) at the time of taking the test or renewing his/her driver license (See [Attachment 1](#)).

Note: New requirements to obtain a drivers license take effect December 31, 2009 (See [Attachment 1](#)).

 - 3. Unit staff will arrange for the time and place of testing or renewal.

- G. An inmate who fails to pass his/her test may be given an opportunity to retest. The decision on retesting will be made by unit staff.

- H. Any other inmate use of his/her driver license must be approved by the Unit Manager.

Inmate Operation of a Vehicle:

- A. The following inmates are not eligible to operate a vehicle outside a security perimeter:
 - 1. Any inmate who ever had his/her driving privileges suspended, revoked, disqualified or canceled in South Dakota or any other jurisdiction.

2. Any inmate who was ever incarcerated for a third or subsequent DWI offense, vehicular battery, vehicular homicide or hit and run with injury (See SDCL § [22-16-41](#), [32-23-4](#), [32-23-4.6](#), [32-23-4.7](#) and [32-34-5](#)).
3. Any inmate who does not possess a valid and proper driver license.

B. Inmates may operate State vehicles outside the security perimeter on DOC grounds if they have a valid and proper driver license, and have staff authorization to do so.

1. A state vehicle includes any vehicle owned, leased, rented or borrowed by the State.
2. Inmates will be limited to operating the vehicle on the grounds of a DOC facility unless otherwise authorized by the Warden or his designee.
3. Work supervisors will ensure inmates received necessary vehicle-specific training prior to operating each particular type of vehicle.

C. Inmates may operate State vehicles inside the security perimeter on DOC grounds only if they have received specific authorization to do so by the warden and have received necessary vehicle-specific training prior to operating each particular type of vehicle.

1. The warden's authority to authorize the operation of motorized vehicles within a secure perimeter may not be delegated to others.

D. An inmate must secure advance approval from DOC or contractual authorized personnel if he/she wishes to operate a vehicle while on Work Release (See DOC Policy 1.5.A.5 [Work Release](#)).

1. An inmate who wishes to operate a vehicle while on Work Release must have a valid and proper driver license.

a. An inmate on Work Release will voluntarily surrender his/her driver license to the DOC or contractual staff upon request.

- b. An inmate on Work Release will not operate a vehicle while his/her license is surrendered.

2. An inmate who wishes to operate a vehicle while on Work Release must provide proof of adequate insurance coverage as required by law.
3. An inmate housed at a contractual facility may be permitted to drive a personal vehicle if it does not conflict with any rules or regulations of the contract facility.

E. The following guidelines apply to inmates on Community Service (See DOC Policy 1.5.A.6 [Community Service Program](#)):

1. Vehicle operation is restricted to official business on the grounds of federal, state and local government property/facilities or on the grounds of non-profit organizations.

a. Inmates will not operate vehicles on public roads.

- b. Vehicles will be operated only at the direction of the work supervisor.

2. Inmates may only operate approved vehicles, pursuant to this policy's definition of "vehicle".

a. Inmates will not operate motorcycles, mopeds, motor bikes, dune buggies or motor homes.

- b. Inmates must possess a valid and proper driver license to operate a vehicle on the grounds of federal, state and local government property/facilities or on the grounds of non-profit organizations.

- c. Work supervisors are responsible for verifying that inmates have a valid and proper driver license prior to allowing inmates to operate vehicles.
- 3. Inmate owned vehicles will not be allowed on the host agency property for storage or use and inmates are not permitted to operate a personal vehicle.
- F. The authorization for an inmate to operate a vehicle(s) may be withdrawn at any time.

V Related Directives:

SDCL § [32-5](#), [22-16-41](#), [22-18-36](#), [32-23-4](#), [32-23-4.6](#), [32-23-4.7](#) and [32-34-5](#).

ARSD [61:18:08](#)

DOC policy 1.4.B.2 – [Inmate Classification](#)

DOC policy 1.5.A.5 – [Work Release](#)

DOC policy 1 5.A.6 – [Community Service Program](#)

VI Revision Log:

December 2004: New policy.

November 2005: **Changed** third offense or fourth offense DWI to third or subsequent DWI offense. **Added** reference to SDCL § 32-23-4.7. **Deleted** reference to house trailers.

January 2006: **Changed** policy name and policy statement. **Added** a reference to DOC policy 1.4.B.2. **Changed** driver license requirements for Community Service inmates. **Added** an exception from possessing a driver license for inmate’s operating a vehicle inside a security perimeter. **Revised** the definition of vehicle to exempt lawn mowers. **Added** a definition for security perimeter. **Clarified** that an inmate cannot ever have had certain driving violations in order to be approved to operate a vehicle. **Removed** the requirement that the valid and proper driver license must be issued from the State of South Dakota.

January 2007: Minor style and format changes throughout the policy. **Revised** the definition of Security Perimeter.

January 2008: **Revised** the driver licensing requirements for inmates who operate a vehicle.

December 2008: **Revised** formatting of policy in accordance with DOC policy 1.1.A.2. **Deleted** trailers from the definition of vehicle. **Replaced** 30 days with 6 months in ss (A1) and **deleted** reference to institutional to read legal file in ss (A2) of Driver License Requirement to Operate a Vehicle. **Revised** ss (C) to state that the Warden must authorize an inmate to use a State vehicle and **added** ss (C1) both within Inmate Operation of a Vehicle. **Replaced** SDCL 22-16-42 with 22-18-36 and **added** SDCL 32-23-4.7 to Section V.

December 2009: **Added** reference to Attachment 1 in ss (F2) and **added** Note all within Driver License Requirement to Operate a Vehicle. **Added** Attachment 1. **Added** hyperlinks.

 _____ Tim Reisch, Secretary of Corrections	1-8-10 _____ Date
--	-------------------------

Attachment 1: Driver License

The ***Driver License*** document is located on the state's Public Safety website.

A copy may be printed by accessing the state's Public Safety website as follows:

1. Click [here](#) to access the ***Driver License*** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select ***Public Safety*** from the state's website / Select ***Driver Licensing*** / Select ***click here*** under Get It Together.

PRISON FACILITIES MAP



Need More Detail? Download Google Earth Free

[South Dakota State Penitentiary](#)

Address: 1600 North Drive
PO Box 5911
Sioux Falls, SD
57117

Phone: (605) 367-5051

Fax: (605) 367-5038

[Mike Durfee State Prison](#)

Address: 1412 Wood Street
Springfield, SD
57062

Phone: (605) 369-2201

Fax: (605) 369-2813

[Rapid City Minimum Unit](#)

Address: 2317 Creek Drive
Rapid City, SD
57703

Phone: (605)394-5294

Fax: (605)394-5295

[Jameson Annex](#)

Address: 1600 North Drive
PO Box 5911
Sioux Falls, SD 57117

Phone: (605) 367-5120

Fax: (605) 367-5585

[South Dakota Women's Prison](#)

Address: 3200 East Highway 34
c/o 500 E. Capital Ave.
Pierre, SD 57501

Phone: (605) 773-6636

Fax: (605) 773-3194

[Yankton Minimum Unit](#)

Address: 178 Mickelson Drive
Yankton, SD 57078

Phone: (605) 668-3355

Fax: (605) 668-3358

TENNESSEE

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Tennessee
2. **Contact details:** Wanda Adams, Dept of Public Safety, 615-251-5309
3. **Date:** 3/17/10
4. **URL's used:** <http://www.tennessee.gov/safety/dlmain.htm>
5. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence or US citizen or authorized to stay in US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>
Legal Name – Primary and secondary docs required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSN	<input type="checkbox"/>	<input type="checkbox"/>

6. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
All	See Below

Acceptable Documents for U.S. Citizenship

- Official Birth Certificate issued by a U.S. state, jurisdiction or territory (Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, American Samoa, Swain's Island, Guam)
- U.S. Government-issued Certified Birth Certificate
- U.S. Certificate of Birth Abroad (DS-1350 or FS-545)
- Report of Birth Abroad of a Citizen of the U.S. (FS-240)
- Valid, unexpired U.S. Passport
- Certificate of Citizenship (N560 or N561)
- Certificate of Naturalization (N550, N570 or N578)
- U.S. Citizen Identification Card (I-197, I-179)

Acceptable Documents for Lawful Permanent Resident Status

- Permanent Resident Alien Card (I-551)
- Foreign passport stamped by the U.S. Government indicating that the holder has been "Processed for I-551"
- Permanent resident Re-entry Permit (I-327)
- Arrival Departure Form I-94 with "Temporary I-551" stamp and holder's photograph affixed
- Travel Document issued to Permanent Residents (I-327)
- Travel Document issued to Refugees (I-571)
- Form I-94 stamped with one of the following statuses: Asylee, Parolee or Parole, Refugee, Asylum, HP-humanitarian parolee or PIP-public interest parolee

Primary Identification

All documents must have full name and date of birth

U.S. photo driver license or photo ID card, License from another country

- May also include photo learner permits.
- U.S. Department of State Driver's License also acceptable.

Original or Certified Birth Certificate

- Must be original or certified, have an official seal and be issued by an [authorized government agency](#) such as the Bureau of Vital Statistics or State Board of Health.
- Foreign birth certificates, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation.

NOTE: Hospital issued certificates (mother's copy) are not acceptable.

Military Identification

- Active Duty, Retiree or Reservist military ID card (DD Form 2 or 2A)
- Discharge papers (DD-214)
- Military Dependent ID card (for spouse or children of Active Duty Military personnel)

Valid, Unexpired United States Passport

Valid, Unexpired Foreign Passport

- Foreign passports must contain a Valid United States Visa or I-94 to be used as a primary proof of identification.
- Foreign passports, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if expired.

United States Citizenship and Immigration Service Documentation

- Certificate of Naturalization N-550, N-570, N-578
- Certificate of Citizenship N-560, N-561, N-645
- Employment Authorization card (I-766)
- Northern Mariana Card
- American Department of Indian Affairs Tribal Card
- U.S. Citizen Identification Card (I-179, I-197)
- Temporary Resident Identification Card (I-688)
- Travel Documents Record of Arrival and Departure (I-94)
- Border Crossing Identification (I-586)
- Nonimmigrant Visa/Border Crossing Card (DSP-150)
- U.S. Re-entry Permit (I-327)
- Refugee I-94 Record of Arrival and Departure stamped "Refugee"
- Refugee Travel Document (I-571)
- Canadian Immigration Record and Visa or Record of Landing (IMM 100)
- Canadian Department of Indian Affairs issued ID card.

Marriage License/Certificate

- Must include the applicant's full name and date of birth. The certificate must be the original or certified copy that is registered AFTER the marriage; NOT just the "license" authorizing the union.

Federal Census Record

- Must include the applicant's full name and date of birth (age).

Applicant's Own Child's Birth Certificate

- Must include the applicant's (i.e parent's) full name and date of birth not just "age" of parent at the time of the child's birth.

Adoptive Decree

- Must include the applicant's full name and date of birth.

Legal Change of Name (Divorce, etc.)

- As recorded in court decree with judge's original signature and/or official court seal.

NOTE: Copy of court document with copied seal/signature is not acceptable. Copy of court document with an original signature/seal that is affixed to copy is acceptable.

1.1.1

Any confirmation of date of birth in court of law

- As recorded in court document(s) with judge's original signature and/or official court seal.

NOTE: Copy of court document with copied seal/signature is not acceptable. Copy of court document with an original signature/seal that is affixed to copy is acceptable.

Any other documentary evidence which confirms to the satisfaction of the Department the true identity and date of birth of the applicant.

Secondary Identification

Computerized Check Stubs

- Must include the applicant's full name pre-printed on the stub.

Union Membership Cards

- Must include the applicant's full name preferably with photo and/or Social Security number.

Work IDs

- Preferably with photo and/or Social Security number.

Financial Institution Documents

- Computer printouts of bank statements, savings account statements, loan documents, etc.

Social Security Documents

- Social Security Card (original only not metal or plastic replicas)
- Printout or benefits statements, etc.
- Social Security Check or Direct Deposit Verification of Social Security Check

Health Insurance Card

- TennCare, Medicaid, Medicare, etc.
- Health Insurance Card
- Insurance Policies or Payment statements

IRS/state tax form

- W2 Forms, Property tax receipts, etc.

Military Records

- Assignment orders, selective service cards, Leave & Earnings Statement, etc.
- United States or Foreign

School Records

- Transcript of grades
- Elementary Immunization or "Shot" Records
- Diploma or G.E.D.

Vehicle Documents

- Vehicle Registration or title
- Bill of Sale or purchase contract

To prove Tennessee residency, applicants must provide the following:

- Two Documents from List A
 - Documents must show residence address used on application and your name or the name of your spouse. Proof of relationship will be required unless you are using the spouse's Tennessee Driver License number and it has the same last name and address as the applicant.
 - If the applicant is a minor child or adult child still residing with parents, proof of relationship is also required with the name of the parent or legal guardian.

OR

- One Document from List A and One Document from List B

1.2

Two Documents from List A

Examples showing residence address used on application and your name, or name of your parent, guardian or spouse

List A

- Current utility bill including landline telephone, electric, water, gas, cable, etc. (Wireless telephone bills cannot be accepted)
- Current bank statement (Internet bank statements are acceptable only if taken to the local bank, stamped and dated by teller as an active account. Checks and checkbook information are not acceptable)
- Current rental/Mortgage contract or receipt including deed of sale for property.
- Current employer verification of residence address or letter from employer as long as it is on company letterhead with original signature. If employer does not have letterhead then signature of employer must be notarized.
- Current paycheck/check stub, work ID or badge, if address is included.
- Current automobile, life or health insurance policy (Wallet Cards cannot be accepted)
- Current driver license/ID issued by the Tennessee Department of Safety to a parent, legal guardian or spouse of applicant
- Current Tennessee motor vehicle registration or title
- Current Tennessee voter registration
- Current Internal Revenue Service tax reporting W-2 form within last 12 months
- Receipt for personal property or real estate taxes paid within past last year
- In case of a student enrolled in public or private school in this state, student may provide a photo student ID and acceptable documentation from the Dean or Bursar Office that the student lives on campus.

OR

One Document from List A and One Document from List B

Examples for List B

List B

- Individual Taxpayer Identification Number (ITIN) issued by the Internal Revenue Service
- Form I-94 issued to the applicant by the United States Citizenship and Immigration Service
- Employment Authorization card (I-766) issued to the applicant by the United States Citizenship and Immigration Service
- I-551 issued to the applicant by the United States Citizenship and Immigration Service

7. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details, including cycle or lead times
-------------	----	----	--

Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Digital photo archived and the filed photo must be no older than 10.5 years. No facial recognition.
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$9.50 for ID \$19.50 for DL
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test	<input type="checkbox"/>	<input type="checkbox"/>	
Written test	<input type="checkbox"/>	<input type="checkbox"/>	
Driving test	<input type="checkbox"/>	<input type="checkbox"/>	

8. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	Yes
SAVE (immigration documents)	Yes
PDPS, CDLIS (driving records)	Yes
Real-time database updates	
Batch processing	
DOC access or equipment	

9. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

Within 6 months of release the DOC creates a file for the inmate. The file is passed to the Dept of Safety IT department. The IT dept. examines the inmate and checks for whether they have a prior ID/DL that can be renewed, duplicated, or re-instated. If the inmate qualifies, then the release officer works with the inmate (voluntary) to fill out the application for what they would like to apply for. The Dept of Safety then sends back the application materials and the inmate will apply. All is done through the mail and on paper. Some inmates may already have a valid ID/DL. If the digital photo on file is too old the application is turned down. The Dept of Safety processes the application (which involves all of the checks used normally) and sends the ID/DL back to DOC. The DOC gives these to the inmate upon release.

The DOC certifies the address used on the application. The inmate cannot use the correctional facility as an address. There release officer works with the inmate to establish a post-release address, which can be a half-way house. If that is the case a transition period is put on the DL/ID where the inmate has time to get an address and renew their ID/DL.

Some cases such as re-instatement after suspension require that the inmate provide original documents verifying legal presence and name (e.g., a birth certificate). The DOC helps the inmate obtain the needed documentation. This is sent with the application via mail to the Dept. of safety with the appropriate application.

Inmates pay fees from their trust accounts.

Renewal by mail or online:

You must have a Tennessee mailing address.

You must have a credit or check card with a Visa or Mastercard logo, or you may use an American Express, or Discover card.

Your driver license/ID number.

Last four numbers of your Social Security Number.

DOC Information

The DOC has formal processes for assisting an inmate get a birth certificate. They are currently working on a MOU with the Social Security Administration to streamline the process for issuing SSNs to inmates. Pre-release coordinators work directly with the inmates. The DOC has made an effort to file an inmates ID/DL when they enter prison, whereas before these would be sent to a relative. The DOC verifies that the inmate applying for a renewal is the person shown on the application. On the application they must include information that the Dept. of Safety has on file (e.g., a SSN) or the application is rejected.

If the inmate does not have a photo on file they can apply for a DL/ID up to a point. The Dept. of Safety will accept a letter from the DOC that the inmate has a birth certificate on file. No original required documents are sent with the application. When an inmate is released they must go to the Dept. of Safety in person and have a photo taken, but the other parts of the application are already completed.

The inmate ID/DL program was fully implemented in January. The original number of inmates the first month was 300, but has since dropped off. It's not clear at this point the steady state average number that will be processed per month.

POLICY CHANGE NOTICE 09-4 IDENTIFICATION FOR POST RELEASE

CR-0392

Index #: 511.05 Page 1 of 1

Effective Date: June 1, 2009

Distribution: B

Approved by: George M. Little

Supersedes: N/A

Subject: IDENTIFICATION FOR POST RELEASE

POLICY CHANGE NOTICE 09-4

Please change Section VI.(E), first sentence to read as follows:

“Once a month, the WD will check the Photo ID Eligibility Report on INFOPAC (BIO1MHJ-Caseload Assignment) or on INFOPAC (BIO1MHV-Cell/Bed) for possible eligible offenders and make contact with them.” Please add the following to Section VI.(H) as a new paragraph:

“If an offender transfers to another facility after he/she has completed the CR-3721, the initiating institution will forward the package from TDOS to the receiving institution. Staff at the receiving institution shall be responsible for updating LCLA, Option 8.”

Please change Section VI.(J) to read as follows:

“J. The offender still needs to complete the information in the packet and return it to TDOS. TDOS will open a file and upon the offender’s release, he/she can have a photo ID issued at TDOS the day of release.”

ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

INDEX 511.05 IDENTIFICATION FOR POST RELEASE

Index #: 511.05 Page 1 of 6

Effective Date: February 15, 2009

Distribution: B

Approved by: George M. Little

Supersedes: N/A

Subject: IDENTIFICATION FOR POST RELEASE

I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.

II. PURPOSE: To assist eligible offenders in obtaining a valid form of identification to utilize after their release from custody.

III. APPLICATION: To Tennessee Department of Correction (TDOC) employees and eligible inmates of Charles Bass Correctional Complex (CBCX) and Turney Center Industrial Complex (TCIX); all other employees and inmates at other sites and privately managed facilities by January 31, 2010.

IV. DEFINITIONS:

A. Eligible Offenders: Those inmates who are within six months of their earliest possible release date, plan to reside in Tennessee, and are legal residents of the United States. Inmates who are considered indigent as defined by Policy #112.08 are eligible for an ID only. Inmates who are considered undocumented aliens or offenders who will not be acquiring a location of residence in Tennessee are not eligible offenders. Other inmates may also be deemed ineligible via local institutional policy and procedures.

B. Expiration of Sentence (EXP): The date upon which an inmate is considered to have completed his/her sentence of incarceration without parole, probation, or any other type of supervision being required.

C. Future Action Date (FAD): Future day determined by the Tennessee Board of Probation and Parole (BOPP) for an inmate's next parole hearing.

D. Release Eligibility Date (RED): The date calculated from a percentage of an inmate's sentence, as set by the court of jurisdiction, under which a defendant convicted of a felony may be eligible for release on parole or determinate release on probation. Such date, where allowed by law, may be reduced by the defendant's good behavior and program participation while confined in a TDOC institution or county facility. RED applies to Class X, Judge Sentencing, and Sentencing Reform Act of 1989 sentences

E. Release from Custody: The release from legal custody of any inmate from a TDOC facility or a privately managed facility that houses inmates sentenced to the TDOC. (See Policy #511.02)

F. Safety Valve Date (SV): A date calculated for eligible offenders which is a reduction of the parole eligibility date by a specific percentage established by the BOPP when necessary to reduce prison population levels in accordance with TCA 41-1-501 through 41-1-505.

G. State Identification Card: A form of identification that is issued by the TDOS.

H. Undocumented Alien: An offender who cannot provide immigration documentation of temporary legal presence of non-immigrant status.

I. Warden's Designee (WD): For purposes of this policy only, a counselor; pre-release counselor; inmate relations coordinator (IRC); or any other designee who has been approved by the Assistant Commissioner of Rehabilitative Services to be responsible for tracking the status of inmate identifications as described within this policy.

V. POLICY: In accordance with the procedures established below, the TDOC [via a memorandum of understanding with the Tennessee Department of Safety (TDOS)] shall assist eligible offenders who are being released from custody in obtaining credentials that will be accepted as a valid form of identification/driver's license by local, state, and federal agencies.

VI. PROCEDURES:

A. Each Warden shall ensure that an in house policy and procedure is developed which provides further guidance (beyond the procedures described below) in implementing this policy at his/her location. Implementation may be assigned by individual counselors or by a WD. A copy of the approved in house policy shall be sent to the Assistant Commissioner of Rehabilitative Services.

B. During the initial classification process, the counselor will attempt to obtain the offender's Tennessee (TN) Drivers License number and enter the driver's license number on LCLA Option 2. The counselor will also ask the offender the status of his/her driving privileges and encourage the offender to maintain a valid license during his/her incarceration. Information secured during this verbal interaction will be documented on TOMIS screen LCDG using Contact Code DLIC.

C. Six months prior to any offender's SV, RED, FAD, or EXP, the Management Information Services (MIS) division will create a report that provides the names of offenders who are eligible to participate in the ID program and will send this report to the TDOS. Staff of the TDOS will conduct a comparison between these individuals based upon name, Social Security Number (SSN), and date of birth (DOB). Results of this comparison (which will advise of each offender's eligibility status to obtain an ID/driver's license) will be returned to MIS by the staff of TDOS.

D. After receiving the TDOS comparison report referenced in (C) above, staff of MIS will create an INFOPAC (Photo ID Eligibility Report) report listing each offender's ID eligibility status. This report will be available to the WD on the 17th of each month.

E. Once a month, the WD will check the Photo ID Eligibility Report on INFOPAC (BI01MHJ) for possible eligible offenders and make contact with them. If the offender plans to reside in TN upon release and appears to be eligible for an ID/driver's license, the offender will be asked to complete the Inmate State Residency form, CR-3721. The WD shall enter documentation of this interaction as Contact Code IDRF on TOMIS screen LCDG. TOMIS Screen LCLA, Option 8 will be used to document the date the form was submitted. The WD will be responsible for assisting the offender with any notary services requirements. Payment and charges for notary services shall be in accordance with Policy #208.05. The completed CR-3721 will be sent to:

Tennessee Department of Safety
Driver Services Division
1150 Foster Avenue
Nashville, Tennessee 37243
Attn: Assistant Director of Driver Licenses

F. If an offender does not need a Tennessee ID, the WD will enter Contact Code IDNE on TOMIS screen LCDG and complete a LCLA Option 8 to indicate an “N” for a form that is not being submitted, a reason for the lack of submission, and a date.

G. If the TDOS requires that a certified birth certificate for US citizens or other appropriate immigration documents for naturalized and non-citizen residents be submitted with the offender’s application packet, the WD will address that need and assist the offender in obtaining that documentation.

H. Upon receipt of the completed CR-3721 form, TDOS staff will then prepare a packet for an offender which explains the offender’s available options (e.g., valid license, expired license, suspended/revoked license or state ID). The packet will contain an application and options (i.e. ID/driver’s license) for the individual offender, including any return documentation required by TDOS. The packet and necessary paperwork will be sent to the offender for completion. The packet will explain the fee that is required by the TDOS in order to obtain an ID/driver’s license. A certified birth certificate from Vital Records may be required to accompany the application. (This clearly marked mail from the TDOS will be the only mail from a governmental agency that mailroom staff will be allowed to open without the offender being present. All other mail from a governmental agency which is addressed to the offender shall still be opened in accordance with procedures specified in Policy #507.02)

I. For offenders who have a photo (within the past ten years) on file with the TDOS and have the required application completed, an appropriate ID/driver’s license may be issued prior to the offender leaving incarceration.

J. Offenders who do not have a digital photo on file with the TDOS will be ineligible for an ID while still in custody; the photo must have been made within the past ten years. The offender may take the packet to a TDOS office upon release and have a photo ID issued the day of release.

K. Offenders must complete a trust fund withdrawal for the exact amount required by the TDOS for the identification/driver’s license. The check must accompany the application when it is returned to the TDOS. Offenders who do not have sufficient funds will be advised of the amount required and given 45 calendar days to secure the funds. The WD will be responsible for sending the packet with the Trust Fund Account Personal Withdrawal Request, CR-2727, to trust fund personnel. (See Policy #208.01 for form sample) Trust fund personnel will be responsible for updating TOMIS Screen LCLA Option 8 to reflect the application was sent to TDOS. Trust fund personnel will also be responsible for getting the packet to the mailroom. These packets may be sent individually or bundled and sent to TDOS.

L. If an offender meets the criteria in Policy #112.08 to be considered indigent and the WD has confirmed that the offender is both eligible and indigent, the WD shall notify the institutional fiscal staff in writing of the need for the institution to pay for the indigent offender's ID. Fiscal staff will issue a journal voucher to the TDOS for the necessary amount using Object Code 129 and Cost Center 17, Inmate Issues. The packet will be sent to TDOS address as listed in Section VI.(E). A trust fund check or a Confirmation of Inmate Indigency, CR-3730, that has been completed by trust fund staff shall be included in the offender ID application packet that is to be returned to TDOS. A copy of the completed CR-3730 shall also be sent to the TDOC Assistant Director of Fiscal Services.

M. After receipt of the packet and processing, TDOS will send the ID/drivers' license to the offender. Mailroom staff will be responsible for notifying the offender that the ID/driver's license has been received and placed in his/her file. (This clearly marked mail from the TDOS will be the only mail from a governmental agency that mailroom staff will be allowed to open without the offender being present. All other mail from a governmental agency which is addressed to the offender shall still be opened in accordance with procedures specified in Policy #507.02) Mailroom staff will send the Receipt of Inmate Identification, CR-3723, to the offender, the WD, and to the records office staff who will ensure that a copy is placed in the offender's record. The records clerk/WD will be responsible for making an entry on TOMIS Screen LCLA Option 8 to document the date the ID/driver's license was received.

N. Mailroom staff will then send the identification to inmate records office staff to be filed until release. In the event that an ID is sent to an institution and the offender has already been released, every effort will be made to get the ID to the offender. If the ID is sent to the released inmate's address and subsequently returned to TDOC, it will be returned to the TDOS. If the offender has been permanently transferred to another facility, the records office staff will forward the ID to that institution.

O. During the release process, a US Postal Change of Address form will be completed by the offender. This form will utilize the institutional address as the old address and the post release address as the new address. TDOC staff will return the change of address form to the US Postal Service. The offender will also complete and sign the TDOC Offender Release, CR-1947, to document receipt of the ID/driver's license. Staff will compare the TDOC photo in the file and the TDOS photo to ensure the offender's identity and sign the CR-1947 accordingly. TDOS will update the offender address via quarterly data comparison with the postal service. If the offender refuses to complete a change of address form, staff shall complete the form with the information that is currently available to them.

P. If an offender receives an ID/driver's license and does not leave incarceration on the earliest possible release date, the ID/driver's license will remain in the offender's file in records until the expiration date of the ID. The expired ID/driver's license will be given to the offender at the time of release.

Q. If an offender receives notification that the ID/driver's license has been received and upon leaving incarceration the ID/driver's license cannot be located, the offender may file a claim for the cost of the lost item in accordance with the procedures in Policy #214.04.

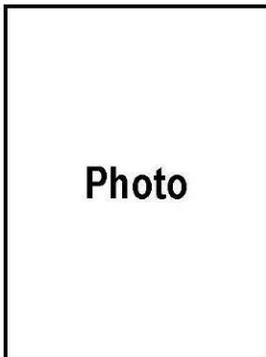
VII. ACA STANDARDS: 4-4442 and 4-4446.

VIII. EXPIRATION DATE: February 15, 2012.

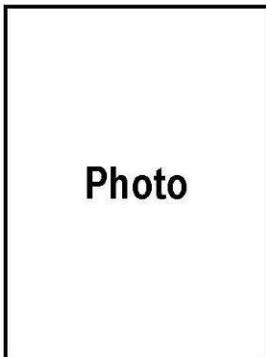


STATE OF TENNESSEE
DEPARTMENT OF CORRECTION – OFFENDER RELEASE

TOMIS ID: _____ NAME: _____



FRONTAL IMAGE
(submitted _____)



PROFILE IMAGE
(submitted _____)

Height:	Weight:	Sex:	Eye Color:
Hair Color:		Race:	
Complexion:	Birth Date:	Age:	
Citizenship:		Incompatible Inmates:	
Sex Offender:	Escape History:	Detainers:	Pending Charges:

Sentence Effective:	Current Location:
Sentence Expires:	Custody Level:
Release Eligibility:	Number of Convictions:
Safety Valve Date:	Max Sentence:

Released by: _____ Date of Release: _____

Released to: _____ Inmate's address upon release

Address: _____

Release Signatures:

Records Verified: <input type="checkbox"/>	Records Office	Date
--	----------------	------

<input type="checkbox"/> Does not receive release money	Business Office	Date
<input type="checkbox"/> Receives the amount of \$ _____ <i>(Any funds owed will be mailed within 30 days)</i>		

Inmate ID Verified: <input type="checkbox"/>	Property Room	Date
Inmate's property processed: <input type="checkbox"/>		

Inmate ID verified: <input type="checkbox"/>	Operations	Date
--	------------	------

I have received my property, money, and clothing due me: <input type="checkbox"/>	Inmate's Signature	Date
---	--------------------	------

Inmate ID verified: <input type="checkbox"/>	Escorting Staff	Date
Release through Gate: <input type="checkbox"/>		

Inmate Received State ID: <input type="checkbox"/>	Records Staff	Date
Inmate Received Driver's License: <input type="checkbox"/>		
Verified by Photo ID before Issuance: <input type="checkbox"/>		



**TENNESSEE DEPARTMENT OF CORRECTION
REHABILITATIVE SERVICES
INMATE STATE RESIDENCY**

INMATE NAME: _____ TDOC # _____

Date of Birth _____ Place of Birth: _____

Sex _____ Height _____ Eye Color _____ SSN _____

Anticipated Release Date: _____ Expiration of Sentence: Yes No

Previous Address Prior To Incarceration:

Address during Incarceration (*current housing location and return address to the attention of the records office*):

Post Release Address:

I affirm the above information is true and correct to the best of my knowledge:

Inmate Signature

Date

Warden/Designee Signature

Date

Sworn and subscribed before me this _____ day of _____, _____

Notary Public

My Commission Expires



**STATE OF TENNESSEE
DEPARTMENT OF CORRECTION**

INSTITUTION

CONFIRMATION OF INMATE INDIGENCY

The Tennessee Department of Correction (TDOC) has determined this individual:

Inmate Name

TDOC #

to be indigent by our definition.

We agree to pay the Identification fee as required by the Tennessee Department of Safety for the above named inmate.

Trust Fund Staff Signature

Date

Printed Name of Staff above

Original: Tennessee Department of Safety
Copy: Assistant Director of Fiscal Services - TDOC Central Office

CR-3730

Duplicate as Needed

RDA



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

RECEIPT OF INMATE IDENTIFICATION

TO: _____

TDOC #: _____

HOUSING UNIT: _____ INSTITUTION: _____

Your Tennessee Department of Safety ID _____ or Driver's License _____

received in the mailroom
on _____ and forwarded to the Inmate Records office
(DATE)

until your release from custody.

Staff Signature

Printed Name of Staff above

Original: Inmate
Copy: Counselor
Records

CR-3723

Duplicate as Needed

RDA

POLICY CHANGE NOTICE 10-4

Page 1 of 1

Effective Date: March 15, 2010

Distribution: B

Approved by: Gayle Ray

Supersedes: N/A

Subject: IDENTIFICATION FOR POST RELEASE

POLICY CHANGE NOTICE 10-4

INSTRUCTIONS:

Please change Section VI. (E), first paragraph to read as follows:

“Once a month, the WD will check the TDOS Photo ID Eligibility and TDOS Informational Packet Only Reports on INFOPAC (BIO1MHJ-TDOS Photo ID Eligibility and BIO1MHU-TDOS Informational Packet Only) or (BIO1MHVTDOS Photo ID Eligibility by Unit and BIO1MHW-TDOS Informational Packet Only by Unit) for eligible offenders and make contact with them. If the offender plans to reside in TN upon release and appears to be eligible for an ID/driver’s license, the offender will be asked to complete the Inmate State Residency form, CR-3721. The WD shall enter documentation of this interaction as Contact Code IDRFB on TOMIS screen LCDG. TOMIS Screen LCLA, Option 8 will be used to document the date the form was submitted. The completed non notarized CR-3721 will be sent to:” Please add the following to Section VI. (G).

“Once a certified birth certificate is in the offender’s file, TDOS will accept a copy of the certified birth certificate and a letter verifying that it is on file.”Please change Section VI. (H), first sentence to read as follows:

“Upon receipt of the completed non notarized CR-3721 form, TDOS staff will then prepare a packet for an offender which explains the offender’s available options (e.g., valid license, expired license, suspended/revoked license or state ID).”

Please change Section VI. (K) to read as follows:

“K. Offenders must complete a trust fund withdrawal for the exact amount required by the TDOS for the identification/driver’s license and for form CR-3721 to be notarized. The WD will be responsible for assisting the offender with any notary services requirements. Payment and charges for notary services shall be in accordance with Policy #208.05. The check for the exact amount required by the TDOS, within the time noted, must accompany the application when it is returned to the TDOS. Offenders who do not have sufficient funds will be advised of the amount required and given 45 calendar days to secure the funds. The WD will be responsible for sending the packet with the Trust Fund Account Personal Withdrawal Request, CR-2727, to trust fund personnel.(See Policy #208.01 for form sample) Trust fund personnel will be responsible for updating TOMIS Screen LCLA Option 8 to reflect the application was sent to TDOS. Trust fund personnel will also be responsible for getting the packet to the mailroom. These packets may be sent individually or bundled and sent to TDOS”

MEMORANDUM OF UNDERSTANDING BETWEEN THE TENNESSEE DEPARTMENT OF CORRECTION AND THE TENNESSEE DEPARTMENT OF SAFETY

The Tennessee Department of Correction (TDOC) and the Tennessee Department of Safety (TDOS) enter into this Memorandum of Understanding in order to state clear guidelines for the division of responsibility between the two agencies for assisting offenders being release from custody in obtaining a valid form of identification. TDOC and TDOS agree to the following provisions:

1. During the initial classification process, TDOC will attempt to obtain from the offender information concerning the offender's Tennessee (TN) Drivers License number and the status of their driving privileges. It will document this information in the Tennessee Offender Management Information System (TOMIS).
2. Each month, TDOC will send to TDOS an electronic file of all offenders who are within six months of their safety valve date, release eligibility date, future action date, or expiration date. Each record on this file will include the offender's name, drivers' license number (if available), social security number, and date of birth.
3. TDOS will compare the information on the file with the Tennessee Driver License database and advise TDOC of each offender's current status and eligibility to obtain an ill/license.
4. TDOC will assist offenders on the TDOS comparison report in completing the Inmate State Residency form, CR-3721, if appropriate. TDOC will document the completion of the form on TOMIS. The Warden's designee will be responsible for assisting the offender with notary services required on the form.
5. TDOC will assist offenders in obtaining a certified birth certificate for U.S. citizens or other appropriate immigration documents for naturalized and non-citizen residents when necessary.
6. The completed CR-3721 will be sent by the Warden's designee to TDOS to ascertain the offender's status regarding driving privileges and the issuance of a driver's license versus a state identification card. The completed form will be sent to:

Tennessee Department of Safety
Driver Services Division
1150 Foster Avenue
Nashville, Tennessee 37243
Attn: Assistant Director of Drivers' License

7. Upon receipt of the completed CR-3721 form, TDOS staff will prepare a packet for the offender that explains the offender's available options, e.g., valid license, expired license, suspended/revoked license or state ill. The packet will contain an application and options (i.e. ill/driver's license) for the individual offender.,

including any return documentation required by TDOS from the offender. The packet and necessary paperwork will be sent to the offender for completion. TDOS will include in the packet information concerning the required fee and the need for a certified birth certificate for U.S. citizens or other appropriate immigration documents for naturalized and non-citizen residents.

8. Offenders must complete a trust fund withdrawal for the exact amount required by TDOS for the identification/drivers license. If an offender is indigent as defined by TDOC Policy 112.08, TDOC trust fund staff will complete a Confirmation of Inmate Indigency, CR-3730. The form will be included in the inmate's packet and a copy will be sent to the TDOC fiscal office. Fiscal office staff will then issue a journal voucher to TDOS for the required amount using Object Code 129 and Cost Center 17, Inmate Issues. A trust fund check or completed Confirmation of Inmate Indigency, CR-3730 must accompany the application when it is returned to TDOS. The Warden's designee will be responsible for updating TOMIS Screen LCLA Option 8 to reflect the application was sent to TDOS.

9. Each application packet will be separately packaged. TDOC may bundle the separately packaged application packets for mailing to TDOS. The packets will be sent to:

Tennessee Department of Safety
Driver Services Division
1150 Foster Avenue
Nashville, Tennessee 37243
Attn: Assistant Director of Drivers' License'

10. TDOS will not issue an ill/driver's license to an offender prior to the offender's release from incarceration unless TDOS has an appropriate digital photo on file. The photo must have been taken within the past ten years. Offenders who do not have a digital photo on file with the TDOS will be ineligible for the issuance of an ill while still in custody. In such a case the offender may take the completed packet to a TDOS office upon release and have a photo ill/drivers' license issued the day of release.

11. After receipt of the packet and processing, TDOS will send the ill/drivers' license to the inmate at the institution.

12. TDOC mailroom staff will be responsible for notifying the offender that the ID/driver's license has been received and placed in his/her file. CR-3723 will be sent to the offender and the Warden's designee and placed in the offender's record. Records Office staff will be responsible for making an entry on TOMIS Screen LCLA Option 8 to document the date the ill/driver's license was received. Mailroom staff will then send the identification to inmate records office staff to be filed until release.

13. In the event that an ill is sent to an institution and the offender has already been released, TDOC will make every effort to get the ill to the offender.

14. During the release process, TDOC will ask the offender to complete a US Postal Change of Address form. The change of addresses will utilize the institutional address as the old address and the post release address as the new address. TDOC staff will return the change of address form to the US Postal Service. TDOC will also require the inmate to complete and sign the TDOC Offender Release, CR-1947, to document receipt of the ID/driver's license. TDOC staff will compare the TDOC photo in the file and the TDOS photo to ensure identity and sign the CR-1947 accordingly. TDOS will update the offender address via quarterly data comparison with the postal service.

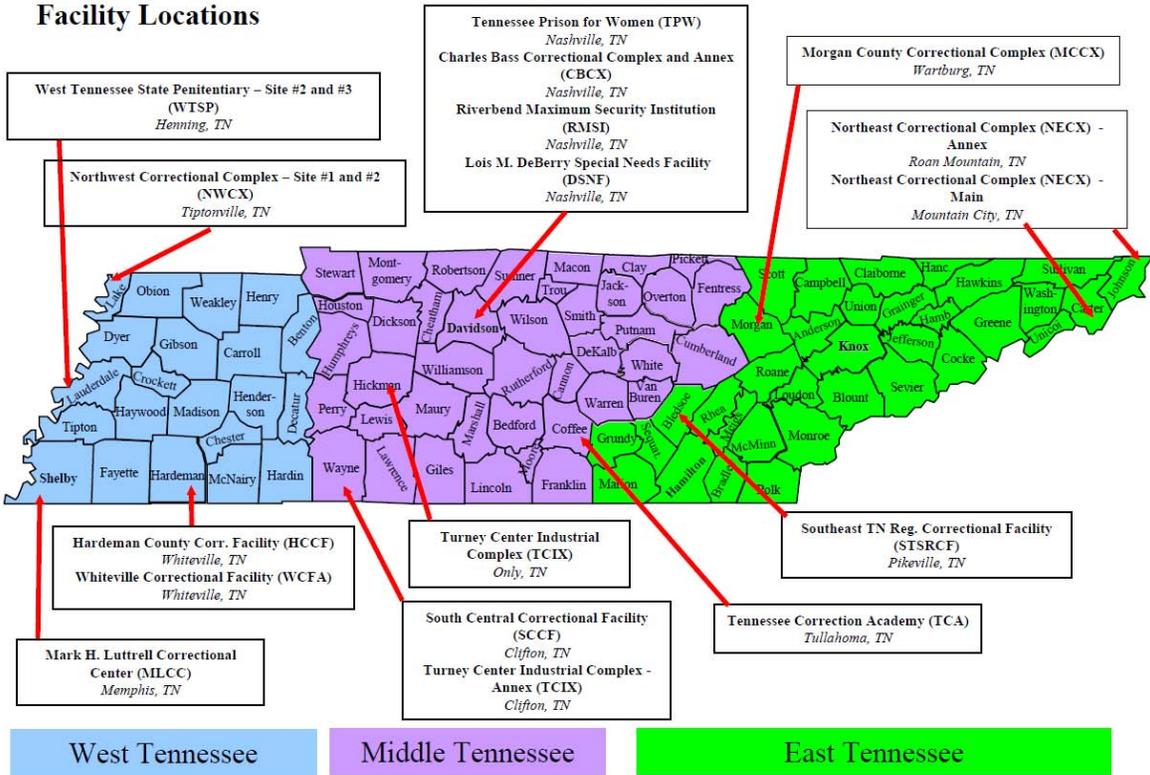
15. If an offender receives an ill/driver's license and does not leave incarceration on the earliest possible release date, the ID/driver's license will remain in the offender's file in records until the offender's release, at which time it will be given to the offender.

16. Inmates who are indigent as defined by Policy #112.08 are eligible for an ID only. Undocumented aliens and inmates who will not be acquiring a location of residence in Tennessee are not eligible for participation.

This Memorandum of Understanding may be terminated by either party by giving written notice to the other, at least sixty (60) days before the effective date of the termination.

PRISON FACILITIES MAP

Department of Correction Facility Locations



WASHINGTON

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Washington
2. **Contact agency:** Washington State Department of Licensing
3. **Contact details:** Derek Goudriaan dgoudriaan@dol.wa.gov 360-902-0126 and Tom Hitzroth thitzroth@dol.wa.gov 425-890-0844. Spoke with Tom on 2/17/2010.
4. **Date:** 2/12/2010 and 2/17/2010
5. **URL's used:** <http://www.dol.wa.gov/driverslicense/gettingalicense.html>
6. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth (as part of identity)	<input type="checkbox"/>	<input type="checkbox"/>
Legal Name (as part of identity)	<input type="checkbox"/>	<input type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. **Acceptable forms of documentation for obtaining ID and DL**

Requirement	Acceptable Documentation
Legal presence	NA
Date of Birth	See identity
Legal Name	See identity
State residency	<p>When you apply for your first Washington State driver license, instruction permit, or ID card, you must prove you have a Washington State residential address. The street address you give us will appear on your driver license or instruction permit.</p> <ul style="list-style-type: none"> • Option 1: Show us 1 document from this list. <ul style="list-style-type: none"> ○ Parental address. If you are under 18 and your parent or guardian shows proof of your identity and relationship, you may use their Washington residential address. ○ Certificate of Eligibility for Exchange Visitor (J-

Requirement	Acceptable Documentation
	<p data-bbox="751 233 967 268">1) Form DS2019</p> <ul style="list-style-type: none"> <li data-bbox="716 300 1317 369">○ Valid concealed weapons permit issued by a county in Washington <li data-bbox="716 401 1344 506">○ Homeowner's insurance policy or invoice showing the address of the insured property or residence <li data-bbox="716 537 1365 716">○ Home utility bill (such as gas, electricity, water, garbage, landline telephone, or cable) or hook-up work order dated within the past 60 days. You must be the only person named on the bill or work order. <li data-bbox="716 747 1019 783">○ Mortgage documents <li data-bbox="716 814 1338 879">○ Property tax bill or statement dated within the past 12 months <li data-bbox="716 911 1360 976">○ Your name and address in a current phone book made by a telephone book publisher <li data-bbox="716 1008 1349 1073">○ Moorage bill or contract showing you live on a boat in a marina <li data-bbox="716 1104 1295 1169">○ Federal or state government agency-issued check <li data-bbox="716 1201 1344 1266">○ Tribal ID that contains your current residential address <li data-bbox="716 1297 1328 1362">○ A filed property deed or title for your current residence <ul style="list-style-type: none"> <li data-bbox="659 1394 1289 1430">● Option 2: Show us 2 documents from this list. <ul style="list-style-type: none"> <li data-bbox="716 1461 1252 1526">○ Auto insurance policy (not the proof of insurance card) <li data-bbox="716 1558 1321 1623">○ Business license from Washington State or a Washington city <li data-bbox="716 1654 1370 1833">○ Business mail dated within the past 60 days. Mail must include your first and last name, and must be from state or federal revenue departments, the Social Security Administration, the U.S. Treasury, or the IRS. It cannot be

Requirement	Acceptable Documentation
	<p>addressed “in care of,” “for,” or “parent of.”</p> <ul style="list-style-type: none"> ○ Current Washington State voter card ○ Home utility bill (such as gas, electricity, water, garbage, landline telephone, or cable) or hook-up work order dated within the past 60 days. Two or more unrelated people may be named on the bill or work order. ○ Medical record paid by insurance or a medical bill dated within the past 60 days. ○ DSHS medical coupon dated within the past 60 days ○ Pay stub dated within the past 60 days that contains your name, your current residence address, your employer’s name, and your employer’ phone number or address ○ Professional license (nurse, physician, engineer, etc.) issued by Washington State ○ Selective service card showing a Washington State address ○ Professionally-filed tax return or filed copy sent to you by the IRS for the most recent tax filing year ○ Transcript or report card for the current school year from an educational institution in Washington State ○ W-2 form for the previous year ○ Washington Agency Earnings and Deductions Statement
Identity	<ul style="list-style-type: none"> ● Option 1: Show us 1 “Stand-alone Document” from the list below. <ul style="list-style-type: none"> ○ Washington State driver license — A valid, or expired within 1 year, Washington State driver license, instruction permit, or ID card that contains your signature, date of birth, and photo. ○ Military ID with photo and signature — A valid

Requirement	Acceptable Documentation
	<p data-bbox="748 233 1344 338">military ID card from a branch of the United States armed services that contains your photo and signature.</p> <ul style="list-style-type: none"> <li data-bbox="716 369 1360 443">○ U.S. passport — A valid United States passport that contains your signature and photo. <li data-bbox="716 474 1365 726">○ Immigration ID with signature — A valid immigration document from the United States Citizenship and Immigration Service (USCIS) that contains your signature and photo (I-327, I-551, I-766). Your signature and photo must be readily identifiable, or the document must contain a notation “Signature Waived.” <li data-bbox="716 758 1365 905">○ U.S. Certificate of Citizenship or Naturalization — An original U.S. Certificate of Citizenship or U.S. Certificate of Naturalization with your signature and photo readily identifiable. <li data-bbox="716 936 1360 1115">○ Out-of-state Enhanced Driver License or Enhanced ID Card — A valid Enhanced Driver License or Enhanced ID Card from a U.S. state other than Washington that contains your signature, date of birth, and photo. <li data-bbox="716 1146 1365 1398">○ Department of Social and Health Services Children’s Administration (DSHS CA) ID letter — If you are in court-ordered foster care with DSHS or another supervising Washington agency as your legal custodian, you may establish your identity with an identification letter from DSHS CA. <ul style="list-style-type: none"> <li data-bbox="659 1430 1360 1503">• Option 2: Show us 2 “A-List Documents” from the list below. <ul style="list-style-type: none"> <li data-bbox="716 1535 1349 1640">○ Out-of-state license — A valid, or expired within 60 days, out-of-state driver license, identification card, or photo instruction permit. <li data-bbox="716 1671 1349 1818">○ Driver license from a foreign country — A valid, or expired within 60 days, driver license from a foreign country. The license must have security features and be verifiable. <li data-bbox="716 1850 1292 1873">○ Government ID — A valid federal or state

Requirement	Acceptable Documentation
	<p>agency employee ID card that contains your signature and photo.</p> <ul style="list-style-type: none"> ○ Foreign passport — A valid foreign passport with a valid and stamped U.S. Customs and Border Protection (USCBP) entry form I-94/I94W or Temporary I-551 ADIT stamp. ○ Tribal enrollment ID — A federally recognized Indian tribal enrollment card or a U.S. Bureau of Indian Affairs ID card that contains your signature and photo. ○ Military ID without signature — An valid active-duty U.S. military ID card with no signature. ○ Immigration ID with encrypted signature — A valid immigration document from United States Citizenship and Immigration Service (USCIS) in the new format where your signature is encrypted. ○ U.S. Certificate of Citizenship or Naturalization — An original U.S. Certificate of Citizenship or U.S. Certificate of Naturalization where your signature and photo aren't readily identifiable. ○ Verification letter — If you are on work release, are supervised by an agency, or are in one of their eligible programs, you may provide a verification letter from any of the following agencies (we won't accept letters from any other sources): <ul style="list-style-type: none"> ▪ Washington State Department of Corrections (electronic version only) ▪ United States Federal correction authorities ▪ DSHS Juvenile Rehabilitation Administration ▪ DSHS Children and Family Services ○ City police or county police employee ID — A valid Washington city or county police employee ID card containing your signature and

Requirement	Acceptable Documentation
	<p>photo.</p> <ul style="list-style-type: none"> ○ U. S. Passport Card — A valid United States passport card that contains your name and photo • Option 3: Show us 1 “A-list Document” and 2 “B-List Documents” from the lists below. <ul style="list-style-type: none"> ○ Documents that establish your name and date of birth <ul style="list-style-type: none"> ▪ Certified birth certificate ▪ Certified Washington Birth registration card ▪ A valid concealed weapons permit issued by a county in Washington ▪ Consular report of birth abroad ▪ Court-issued adoption papers ▪ Military DD 214 ▪ Photo driver license from another state (invalidated or expired within the past 5 years) ▪ U.S. passport (expired within the past 5 years) ▪ Valid U.S. visa ▪ Veteran Administration ID with your name, photo, and date of birth ▪ Ward of the Court decree/Order of Dependency ▪ Washington State driver license or ID card (invalidated or expired within the past 5 years) ○ Other acceptable “B-List Documents” with your name and date of birth, signature, or photo <ul style="list-style-type: none"> ▪ Divorce decree that contains your name and signature (filed with the county) ▪ Driving record from another state issued

Requirement	Acceptable Documentation
	<p data-bbox="808 233 1105 268">within the past 30 days</p> <ul style="list-style-type: none"> <li data-bbox="776 296 1349 407">▪ Foreign passport that has expired within 5 years, or without an I-94/I-94W form or temporary I-551 ADIT stamp <li data-bbox="776 434 1377 543">▪ Foreign driver license expired not more than 5 years. The license must have security features and be verifiable. <li data-bbox="776 571 1268 606">▪ Valid Guatemala Consulate ID card <li data-bbox="776 634 1338 709">▪ Marriage license or certificate (filed with the county) <li data-bbox="776 737 997 772">▪ Medicare card <li data-bbox="776 800 1362 835">▪ Valid Mexican Matricula Consular ID card <li data-bbox="776 863 1370 938">▪ Mexican school record with a seal and your photo at the age when issued <li data-bbox="776 966 1325 1001">▪ School transcript with your date of birth <li data-bbox="776 1029 1330 1104">▪ School yearbook with your recognizable photo <li data-bbox="776 1131 1370 1241">▪ Social Security card with your signature. We will verify your number with the Social Security Administration. <li data-bbox="776 1268 1357 1304">▪ Transportation Worker Credential (TWIC) <li data-bbox="776 1331 1313 1407">▪ U.S. Merchant Mariner’s card (valid or expired within the past 5 years) <ul style="list-style-type: none"> <li data-bbox="656 1434 1370 1577">• Option 4: Show us at least 4 “B-List Documents”, including 1 from the list of documents that establish your name and date of birth and 1 showing name and signature. <li data-bbox="656 1604 1377 1892">• For released inmates, the Community Corrections Officer generates, prior to the inmates release, a DOC identification letter. The released inmate is also given their DOC offender ID badge. These two forms of identification can be used together for the purposes of verifying identification. If the inmate does not have the offender badge, the identification letter can serve as one document, but the released

Requirement	Acceptable Documentation
	inmate must provide other A and B documents as detailed above.
Social Security Number	You must provide your Social Security number when you apply for a driver license. If you haven't been issued a Social Security number, you may sign a declaration form when you visit the driver licensing office. Your Social Security number is used to help enforce child support laws. We will verify your Social Security number with the Social Security Administration, but it will not appear on your driver license.

8. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	No over the counter distribution for ID's or DL's
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All ID's and DL's. The ID's and DL's are created by vendor/production facility in Lacey, Washington. Anytime a hold is placed on a ID/DL application, this prevents the permanent ID from being produced. There can also be a permanent hold issue, to ensure that a particular individual will never get a Washington State ID/DL.

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Your new driver license, instruction permit, or ID card will include a photo showing a full front view of your face. Before we take your photo, we will ask you to remove anything that covers your face or head (like a hat or sunglasses). If you choose not to remove it, your license will be marked "Not Valid for Identification." We will make exceptions for medical and religious reasons.</p> <p>If an ID is found with a photograph, they will do a photo comparison. They have digital photos for only the last 15 years. DOL maintains the photo database, but a field office can only access photos taken since 2001. Photos from 1994 – 2001</p>

Requirement	ID	DL	Details, including cycle or lead times
			are stored on microfiche and can be accessed by Olympia personnel.
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	When you get an EDL/EID, we will take a digital photo of you to print on the front of your card. Facial biometric identification software reduces this photo to a digital code, or template. Then, the software analyzes the template for certain facial features and compares them to other facial templates in the database to verify your identity.
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	NA
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Apply for first driver license or transfer a valid driver license from another state (includes 1 knowledge and/or driving test) \$20 • Get first driver license or transfer a valid driver license from another state \$25 • Renew driver license (Available online.) \$25 • Get first enhanced driver license or transfer a valid driver license from another state (includes application and 1 knowledge or driving test) \$60 • Upgrade to enhanced driver license or enhanced ID card from valid Washington State driver license or ID card (not available for licenses with “military” expiration) \$15

Requirement	ID	DL	Details, including cycle or lead times
			<ul style="list-style-type: none"> • Get first enhanced ID card (EID) \$35 • Update EDL/EID (change name or address) \$10 • Get first ID card \$20 • Update ID card (name, address, photo change) \$10
ID exchange	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Required
Vision test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Required
Written test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Required
Driving test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Required
Enhanced Driver License/ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	To provide added security and convenience when crossing the border, an ultra-high frequency passive vicinity RFID tag is embedded in each EDL/EID.

9. IS Infrastructure and Processes

Requirement	Details
SSOLV (SSN)	When the Licensing Service Representative enters the SSN, a match/no-match check is done via SSOLV. Any time a major piece of data on the applicant, e.g. name or DOB has a discrepancy with any data DOL has, the individual is sent back to the CCO requesting that they get a new DOC Identification letter.
SAVE (immigration documents)	
PDPS, CDLIS (driving records)	NA
Real-time database updates	NA
Batch processing	Each night at 6 pm all application information goes from field offices to Lacey, Washington. All aka's are checked against existing records.
DOC access or equipment	

10. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC

1. Visit a driver licensing office. Bring with you:
 - Proof of identity and residence or DOC identification letter and DOC offender ID. The DOC identification letter includes all known aka's/aliases, SSN, and birthdates. DOC is responsible for identifying inmates. If there are multiple DOB's the first one on the list is used. The DOC offender letter also includes true name and committed name. The DOC Identification letter is valid for 60 days. If the letter on file is older than 60 days, a new DOC Identification letter can be submitted by the Community Corrections Officer (CCO).
 - DOC Offender ID badge. If the DOC Offender ID badge is an older style (which is not laminated, does not have DOB, and signature), then released inmate will need to provide an additional "A-list" document.
 - Cash or check to pay your \$45 license fee (\$20 for your application and \$25 for your license).
2. Complete a driver license application, which includes:
 - your address and phone number.
 - a physical description, (height, weight and eye color).
 - your place of birth and mother's maiden name.
 - a physical and mental fitness statement.
 - previous driver license information, if any.
 - suspensions, revocations, or cancellations of prior driver licenses.
 - your social security number, which is mandatory to help enforce child support laws. Your social security number will be verified but does not appear on your license.
3. Pass a knowledge test. (The knowledge test must be completed before you can schedule a driving test.)
4. Pass a vision screening and demonstration of color recognition.
5. Pass a driving test. (If you plan to practice for your driving test, you will need to get an instruction permit.)
6. Have your photograph taken.
7. Receiving your license

You will receive a temporary license at the driver licensing office, which will allow you to drive for 45 days. Your new finalized Washington driver license will be processed and mailed to you

within 7–10 days. If for some reason you have not received your new license within 30 days, please return to any driver licensing office.

If any information provided does not match what is on the DOC identification letter, the released inmate will be told to go back to their CCO to get a new letter. In addition, if the released inmate has multiple aliases, the application will get put on hold by the field office and this will trigger Olympia investigators to complete a thorough check before a permanent ID/DL is issued.

When you apply for a Washington **enhanced driver license (EDL) or enhanced ID card (EID)**, you must:

1. show us ALL of the following documents:
 - proof of United States citizenship.
 - proof of identity.
 - proof of Washington State residence.
 - proof of name change, if applicable.
 - For a checklist of the documents you'll need, see “What documents do I need to get my EDL/EID?”.
2. provide your Social Security number.
3. have a personal interview with a licensing service representative to verify the information on your application.
4. have your photograph taken.

An RFP is currently under development to find a vendor to provide remote issuance. The current contract with the vendor in Lacey, Washington expires in two years. This remote issuance process would be used for not only prisons, but other facilities and to service homebound individuals. There has been an increase in demand for ID cards as a result of the Patriot Act, which requires that to receive medical care, individuals need an unexpired ID.

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Washington
2. **Contact Details:** Clara (Candy) Curl
3. **Inmate release process details**

Requirement	Details
How many inmates are there in your state?	
What is the number of inmates released monthly and/or annually?	400 - 600
What are the geographical locations of your prisons?	15 across the state
How far in advance of release is inmate notified of release date?	3 months

4. **Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows). Indicate process owner, i.e. DMV or DOC**

Community Corrections Officer (CCO) generates a DOC Identification letter using a standard form. This letter includes a digitized image of the inmate. To access the system to generate the DOC Identification letter, the CCO needs two different passwords. This process took a couple of years to develop and get in place. It replaced a paper DOC Identification letter process.

The letters are sent electronically and processed in Olympia, Washington. This process is completed approximately once/day and typically in the morning. The DOL personnel do a quality check. If the letter meets their standards, it goes into a folder that will be accessible to personnel at all field offices. There are no issues with approximately 90% - 95% of the DOC Identification Letters. There are approximately 400 – 450 DOC Identification letters processed each month (In December 2009, 559 DOC Identification letters were received and 415 DOC Identification letters were processed in January 2010). There is no special or additional budget to handle the processing of the various Identification letters/processes. These get processed by administrative personnel (Levels 3 or 4) for 5 different agencies, including DOC, at this point. There is no tracking of how many of the DOC Identification Letters are actually used. The DOC Identification letters are kept for 5 years and then archived.

This process is in place for only those inmates in a state prison and who are not juveniles. This is only approximately 30% of all offenders since it does not include county or city jails/prisons. There is no process in place for any released inmates from the county or city jails/prisons.

DOL has similar agreements regarding identification of special populations for purposes of getting ID's/DL's with other agencies, including juveniles through the JRA (JRA is part of social and health services not DOC), Western State Hospital (asylum) and for DDD (developmentally disabled). There are additional concerns with the state hospital and DDD due to these individuals have medical records and medical record privacy laws. DOL was required by law to have an interagency agreement with DOC. The DOC Identification letter requirements were created in 1993. This was later formalized with the current interagency agreement in 2007.

The DOC in Washington is downsizing substantially (3 facilities will be closing). This could change the dynamics of the current process greatly. At this point the number of released inmates is around 9,000 with only half getting supervision (CCO). The number of released inmates with supervision could decline even further due to budget cuts.

The DOL did make visits to 3 – 4 state prisons for the purpose of issuing licenses in 1991 – 1992. This was a pilot effort. There were many issues, largely as a result of technology, at this time. In this early process, DOC sent a list of inmates seeking ID's/DL's to DMV. There were 60 – 70 individuals/visit. Each of the names had to be pre-screened by DOL. This took 3 – 5 hours. In addition, they purchased equipment to use for the on-site visits. They also had to take cash. Female examiners were very uncomfortable with the process. The travel equipment had to have data downloaded to Olympia upon return to a field office.

There are 15 state prisons in Washington. There was not sufficient money or personnel to support travel to all state prisons.

STATE/FEDERAL IDENTIFYING LETTERS (5.3)

- I. Identification letters (ID) from the Washington Department of Corrections (DOC) (WAC 308.104.040 (2)), federal corrections agencies, and various WA Department of Social and Health Services (DSHS) agency programs, including Children's Administration, Juvenile Rehabilitation Administration (JRA), and Health Recovery Services Administration (HRSA), and Western State Hospital (WSH) are "A List" documents. Except for the DSHS ID letters for minors in foster care, the customer will be required to present at least one other A "List" document or two "B List" documents when using these letters as proof of identification to obtain a Washington Identification Card or driver license. (See Section 5.2)

All ID letters will be produced on letterhead for the agency that produces the ID letter, and there are specific procedures for processing ID letters for DOC, DSHS CA, DSHS JRA, DSHS HRSA, and WSH as follows below.

- A. **DOC Identification (ID) Letter** DOC will issue an electronic ID letter for their customers to apply for a driver license, photo instruction permit, or identification card. DOC will also provide the customer with a DOC ID Badge. **The DOC ID letter, combined with the DOC ID Badge and verification of their SSN (DOC Packet), will meet both ID and residency requirements.**

1. DOC electronic ID letter will be an “A List” document. The letter **must** include the following information:
 - a. Client’s docket number
 - b. True name
 - c. Committed name
 - d. Current address
 - e. Alias(s)
 - f. Date of birth (DOB)
 - g. Social Security Number (SSN(s))
 - h. Physical description, height, weight, eyes, hair
 - i. Birthplace
 - j. Color photograph of the full front view of the face

2. DOC ID Badge. DOC will issue each customer an Offender ID badge with a security laminate, which DOL will accept as a “B List” document. Along with the DOC Identification Letter and a verified SSN, LSRs will be able to issue DOC customers a driver license, photo instruction permit, or identification card. To be considered a “B List” document the Offender ID badge must contain the following information. If the Offender ID badge does not contain the proper security laminate the Offender ID badge is not an acceptable document:
 - a. Name,
 - b. Offender ID number
 - c. Hair color (while not required by DOL it is a requirement of DOC)
 - d. Height
 - e. Eye color
 - f. Weight
 - g. Date of birth
 - h. Photograph
 - i. Signature of customer below the photograph
 - j. 2D barcode
 - k. Security laminate with “DOC” in the laminate

Note: If the customer presents an Offender ID badge that without name, DOB, photo, signature and the new security laminate, they must present two “B” list documents.

3. SSN Verification. The customer’s SSN must be verified a “Match” in order for the DOC Identification Packet documents to be acceptable. A document cannot be issued if the SSN does not match. If the customer’s SSN does not match on an application the LSR will:
 - a. Follow the procedures for SSN verification in Section 6.26.
 - b. Provide the customer with a SSN brochure.
 - c. Inform the customer that they will have to return to their CCO to get the correct SSN and a new letter issued before the application can be completed.

4. Processing customer's application using DOC ID documents. LSRs will use the following procedures when issuing a document for customers using the DOC ID documents:
 - a. Upon a customer's application for either an identification card, photo instruction permit or driver license, the LSR will access the folder located at G:\Examine\ID Letters\DOC Letters and retrieve the appropriate letter based upon the customer's name and date of birth.

Note: If there is no letter for a customer, please call Driver Examining Headquarters at (360) 902-3860.
 - b. The LSR will check the DOC ID Badge for acceptability as outlined in paragraph 2 above.
 - c. The LSR will compare the photo on the electronic ID letter to the customer standing in front of them.
 - d. If the photo in the electronic ID letter matches the customer standing in front of the LSR, and the name and date of birth in the ID letter matches the information provided by the customer, the LSR will print the letter and complete the application for the service being requested.
 - e. Verify the SSN; it must return a "Match" status. If no match, see A.3 above.
 - f. If the information contained in the ID letter **does not** match the information provided by the customer (e.g. different name, DOB or address), the LSR will:
 - 1) Not provide a copy of the letter to the customer
 - 2) Not provide any information in the ID letter to the customer.
 - 3) Inform the customer that they will need to return to DOC and request that a corrected ID letter be created and sent electronically to DOL.
 - g. If the DOC ID letter or an existing record shows any "Aliases" or also known as (AKAs), the LSR will place a hold on the record by checking the "Possible Fraud" box on the "RTP exception/comment creation screen" and adding the comment "Refer to DSI to check AKAs."
 - h. The LSR will photograph the customer and issue the temporary document.
 - i. If it is an original application, paperclip the ID letter to the back of the record of application and send it via campus or regular mail to Driver's Special Investigations (DSI). They will research the AKAs and other information prior to releasing the permanent document.
 - j. If it is not an original application, but the DOC ID letter has AKAs, send it via campus mail or regular mail to DSI.
 - k. If there are no AKAs retain the ID letter at the LSO according to the records retention schedule.
 - l. All fees associated with these applications will be the responsibility of the customer.

B. Federal ID Letter. Federal corrections agencies (U.S. Pre-Trial Services, U.S. Probation, and the Federal Bureau of Prisons) do **not** have an **electronic** ID letter, but they are required to provide a paper letter with the same information as the electronic DOC ID letter.

1. The letter will be based on the same standard as the electronic letter, but will be submitted in a sealed envelope. It is not necessary that the photograph be a digitized part of the letter.
2. After processing, LSRs will:
 - a. If it is an original application, paperclip the letter listing the biographical information to the back of the record of application and send it in with the daily work.
 - b. If it is not an original application, retain the customer information at the office according to the records retention schedule.

C. DSHS Children’s Administration (CA) ID Letter. DSHS CA or a supervising agency licensed or contracted with DSHS will issue an ID letter on their letterhead when foster youth are applying for an identification card. **This letter is a standalone Primary ID letter that also meets residency requirements.**

1. This letter can be delivered in three different ways:
 - a. Hand delivered to an LSO by a DSHS supervising agency or case worker
 - b. Sent to Headquarters by email as an electronic letter
 - c. By first class mail to Driver Examining Headquarters, where the letter will be scanned and entered into the DSHS letter folder.

Note: A supervising agency is defined as any public social services including adoption services licensed by DSHS or agencies located within the boundaries of a federally recognized Indian reservation contracted by DSHS.

2. Sections 1, 2, and 4 of the DSHS ID letter **must** be completed to be accepted by DOL. If any boxes in Section 3 are marked, those documents must be presented by the case worker when application is made.
3. If the CA ID letter is sent and stored on the G:Drive, LSRs will use the following procedure:
 - a. Upon a customer’s application the LSR will access the folder located at G:\Examine\ID Letters\DSHS Letters and retrieve the appropriate letter based upon the customer’s name and date of birth. (Note: If there is no letter for a customer, please call Driver Examining Headquarters at (360) 902-3860.)
 - b. The LSR will compare the photo on the electronic document to the customer standing in front of them.
 - c. If the photo and the hard copy document match the customer standing in front of the LSR, the LSR will complete the application for an identification card photograph the customer and issue the temporary document.
 - d. If it is an original application, paperclip the ID letter to the back of the record of application and send it in with the daily work.
 - e. If it is not an original application retain the ID letter at the LSO according to the records retention schedule.

- f. All fees associated with these applications will be the responsibility of the customer.
4. If the CA ID letter is hand-carried, the LSR will use the following procedure when issuing an identification card when the identifying letter is delivered to the local LSO by a DSHS case worker or representative of a supervising agency (see definition in C 1 above):
 - a. Ensure the letter presented has a signature on it.
 - b. The color photo may be part of the letter or attached.
 - c. Verify any documentation identified in Section 3 of the letter against the documents presented by the social worker.
 - d. If the photo and the hard copy document match the customer standing in front of the LSR, the LSR will complete the application for an identification card photograph the customer and issue the temporary document.
 - e. If the photo and hard copy document do not match the LSR will inform the customer that a new letter will have to be prepared before we can issue the ID card.
 - f. If it is an original application, paperclip the ID letter to the back of the record of application and send it in with the daily work.
 - g. If it is not an original application retain the identifying letter at the LSO according to the records retention schedule.
 - h. All fees associated with these applications will be the responsibility of the customer.

NOTE: This process **only** applies to issuance of an identification card; it **does not** apply to the procedures currently in place for issuing a photo instruction permit or driver license to a foster youth.

D. DSHS Juvenile Rehabilitation Administration (JRA) electronic ID Letter. JRA will issue an electronic ID letter for their customers. This information will be used when applying for a driver license, photo instruction permit, or identification card. LSRs will use the following procedure when issuing a document using the electronic letter process:

1. Upon a customer's application for identification card, photo instruction permit or driver license, the LSR will access the folder located at G:\Examine\ID Letters\JRA Letters and retrieve the appropriate letter based upon the customer's name and date of birth. (Note: If there is no letter for a customer, please call Driver Examining Headquarters at (360) 902-3860.)
2. The LSR will compare the photo on the electronic document to the customer standing in front of them.
3. If the photo in the electronic ID letter matches the customer standing in front of the LSR, and the name and date of birth in the ID letter matches the information

provided by the customer, the LSR will print the letter and complete the application for the service being requested.

4. If the information contained in the ID letter **does not** match the information provided by the customer (i.e. different name, DOB or address), the LSR will:
 - a. Not provide a copy of the letter to the customer
 - b. Not provide any information in the ID letter to the customer.
 - c. Inform the customer that they will need to return to JRA and request that a corrected ID letter be created and sent electronically to DOL.
5. If the customer's SSN does not match on an application for an ID card, the LSR will:
 - a. Ask the customer if they have a Social Security card. If no SSN card is available, the LSR will issue the ID card.
 - b. Provide the customer with a SSN brochure.
 - c. Inform the customer that DOL will not issue a duplicate ID card or a driver license until they have resolved the SSN mismatch with SSA.
 - d. The LSR will flag the customer's record using PCMEDI and add "JRA SSA mismatch" in the comment area.
6. If the customer's SSN does not match for an application for a driver license the LSR will follow the procedures in Section 6.26.
7. If the JRA ID letter or an existing record shows any "Aliases" or AKAs, the LSR will place a hold on the record by checking the "Possible Fraud" box on the "RTP exception/comment creation screen" and adding the comment "Refer to DSI to check AKAs."
8. The LSR will photograph the customer and issue the temporary document.
9. If it is an original application, paperclip the ID letter to the back of the record of application and send it via campus or regular mail to Driver's Special Investigations (DSI). They will research the AKAs and other information prior to releasing the permanent document.
10. If it is not an original application, but the JRA ID letter has AKAs, send it via campus mail or regular mail to DSI.
11. If it is not an original application and there are no AKAs retain the ID letter at the LSO according to the records retention schedule.
12. All fees associated with these applications will be the responsibility of the customer.

E. DSHS Health and Recovery Services Administration (HRSA) ID Letter. HRSA will issue a paper, not electronic, ID letter for their customers only for the issuance of

an identification card. There are two separate procedures for processing the HRSA ID letter depending on whether or not the customer was born in Washington State.

1. HRSA customers born in Washington State are required to provide:
 - a. an ID letter **in sealed envelope** that includes:
 - i. Client ID
 - ii. Full true name
 - iii. Current address
 - iv. Date of Birth
 - v. Certificate Number
 - vi. Birthplace
 - vii. SSN
 - viii. Signature (DSHS staff only)
 - ix. Date (DSHS staff only)
 - b. A residency letter on DSHS letterhead. The residency letter will not be in a sealed envelope as this is how the customer is notified of their benefit qualification.
 - c. Two additional alternate documents showing name and date of birth or name and signature.
2. For HRSA customers not born in Washington, they will not have an ID letter but are required to present:
 - a. a certified birth certificate,
 - b. a residency letter on DSHS letterhead, and
 - c. two additional documents showing name and date of birth or name and signature.
3. LSRs will use the following procedure when issuing a document to an HRSA customer:
 - a. The LSR will make sure the information on the ID letter matches the information provided by the customer.
 - b. If the information on the ID letter matches the information provided by the customer the LSR will complete the application for an identification card.
 - c. If the information contained in the ID letter **does not** match the information provided by the customer (i.e. different name, DOB or address), the LSR will:
 - 1) Not provide any information in the ID letter to the customer.
 - 2) Inform the customer that they will need to return to HRSA and request that a corrected ID letter be made.
 - d. If the customer's SSN does not match the LSR will:
 - 1) Ask the customer if they have a Social Security card. If no SSN is available the LSR **will not** issue the ID card.
 - 2) Provide the customer with a SSN brochure.
 - e. The LSR will photograph the customer and issue the temporary document.

- f. If it is an original application, paperclip the ID letter and proof of residency letter to the record of application and send via campus mail or regular mail with the daily work.
- g. If it is not an original application print the letter and along with the proof of residency letter retain it in the LSO according to the records retention schedule.
- h. The fee for the identification card will be paid with a Washington State Invoice Voucher A19-1A. This voucher is valid 30 days from the issue date and will have an expiration date. LSRs need to ensure the voucher has not expired. If it is expired do not issue the identification card and return the expired voucher along with the identification and proof of residency letters to the customer so they may obtain a new voucher. See Section 17.3 for procedures for accepting Invoice Vouchers.

F. Western State Hospital (WSH) Letter (at Parkland LSO only). WSH will issue a paper ID letter for their customers. This letter is only valid for the issuance of an identification card. WSH will not issue electronic letters. These procedures will satisfy both the identification and residency requirements.

1. WSH will provide the supervisor or designee with a list of who at WSH is authorized to sign the letter. This list will be updated monthly by WSH.
2. LSRs will use the following procedure when issuing a document for WSH:
 - a. The customer must be accompanied by a WSH employee and will present a sealed envelope clearly marked Western State Hospital.
 - b. The sealed envelope will contain the following:
 - i) An identification letter on WSH letterhead that contains the same information in the DOC letter (paragraph A. 1).
 - ii) The photo on the letter must match the customer.
 - iii) Social Security verification must provide a Match status of the SSN provided.
 - iv) The authorized WSH signature must match the list provided by WSH.
 - v) A certified birth certificate that must match the information in the letter.
 - c. The WSH employee must present a valid WSH employee ID Badge.
 - d. If it is an original application, LSRs will paperclip the ID letter to the back of the record of application and send it in with the daily work.
 - e. If it is not an original application retain the identifying letter at the LSO according to the records retention schedule.
 - f. All fees associated with these applications will be the responsibility of the customer.

INTERAGENCY AGREEMENT BETWEEN THE DEPARTMENT OF CORRECTIONS AND THE DEPARTMENT OF LICENSING

INTERAGENCY AGREEMENT BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS AND THE STATE OF WASHINGTON DEPARTMENT OF LICENSING

THIS AGREEMENT is made and entered into by and between the Department of Corrections, hereinafter referred to as the DOC, and the Department of Licensing, hereinafter referred to as DOL.

IT IS THE PURPOSE OF THIS AGREEMENT to facilitate issuance of Washington State Department of Licensing driver's licenses or Identification Cards to offenders who may be unable to visit a DOL office due to incarceration, or obtain original documentation as evidence of identity. This agreement outlines responsibilities of DOC in providing DOL with appropriate documentation as evidence of identity for each offender seeking a state driver's license or Identification Card, and responsibilities of DOL to accept DOC documentation and if appropriate, issue a driver's license or identification Card.

WHEREAS, finding employment and connecting to services and resources are two things we know positively impact an offender's success in transition; and,

WHEREAS, finding employment and connecting to federal, state and local resources and services require having a valid social security card; and

WHEREAS, the U.S. Social Security Administration requires several pieces of valid identification to replace a lost card, one of which may be a valid Washington State driver's license or Identification Card; and

WHEREAS, DOL requires an individual to verify their identification with many of the same evidence documents required to receive a social security card; and

WHEREAS, many offenders do not have documents or know where they have been placed during their incarceration;

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

1. DOC shall:

Provide all offenders without proper identification upon release an official offender identification badge with his/her offender identification number and photo;
Maintain official records of identification as available (birth certificate, green card, social security card, fingerprints, etc.) Per DOC policy 380.550, DOC will electronically

complete DOC 21-777 Offender ID Request, which includes the offender's photograph, and forward it via the Internet to DOL no more than 30 days prior to release from prison.

For offenders in the community not releasing from an institution, the request is submitted immediately upon learning that they need a driver's license or Identification Card.

For offenders without a residence address, the Offender ID Request form sent to DOL will include the address of the community corrections office where the offender will be assigned as the required residence address where the driver's license or Identification Card will be mailed.

Ensure offender is released with his offender identification badge, provide the offender with a DOL brochure and a list of all the offices and instruct them to go to a DOL office to obtain their official Washington driver's license or Identification Card.

2. DOL shall:

Receive the electronically completed ID Request with all the appropriate documentation from DOC and provide access by all DOL offices throughout the state
Accept the DOC official offender identification badge as supporting documentation for identification.

Issue a Washington State driver's license or Identification Card to any offender with an official DOC photo identification and who has all other necessary documentation.

3. Both DOC and DOL shall:

Assign one Point of Contact to be responsible for DOC and one for DOL to answer questions and address issues that may arise within either of the two agencies.
Meet regularly for quality and performance assurance.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on October 1, 2007, regardless of final execution, and be completed on September 30, 2013, unless terminated sooner as provided herein.

PAYMENT

There shall be no exchange of funds for this program during the term of this agreement.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents, and other evidence, which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by personnel of either party, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All

books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided by law, data, which originates from this Agreement shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by DOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION

Either party may terminate this Agreement upon 30 days’ prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of Work; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising there under, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end, the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

CONTRACT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Program Manager for the Washington State Department of Corrections is: Candy Curl, Re-Entry Administrator, MS 41126, Olympia, WA 98504-1126, (360) 725-8675.

The Program Manager for the Washington State Department of Licensing is: Jennifer Helget, Administrator-Driver Services, 1125 Washington St. SE, Olympia, WA 98501, (360) 902-3852.

IN WITNESS WHEREOF, the parties have executed this Agreement.

STATE OF WASHINGTON
DEPARTMENT OF LICENSING

STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

Alan Haight, Date
DOL Contracts Officer

Gary Banning, Administrator Date
Contracts and Legal Affairs

THIS INTERAGENCY AGREEMENT HAS BEEN APPROVED
AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL.

ENGROSSED SUBSTITUTE SENATE BILL 6157

CERTIFICATION OF ENROLLMENT

ENGROSSED SUBSTITUTE SENATE BILL 6157

Chapter 483, Laws of 2007

60th Legislature
2007 Regular Session

OFFENDER RECIDIVISM

EFFECTIVE DATE: 07/22/07

Passed by the Senate April 22, 2007
YEAS 41 NAYS 6

BRAD OWEN

President of the Senate

Passed by the House April 21, 2007
YEAS 64 NAYS 33

FRANK CHOPP

Speaker of the House of Representatives

Approved May 15, 2007, 12:17 p.m.

CHRISTINE GREGOIRE

Governor of the State of Washington

CERTIFICATE

I, Thomas Hoemann, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **ENGROSSED SUBSTITUTE SENATE BILL 6157** as passed by the Senate and the House of Representatives on the dates hereon set forth..

THOMAS HOEMANN

Secretary

FILED

May 16, 2007

**Secretary of State
State of Washington**

1 programs, shall investigate and review methods to optimize educational
2 and vocational programming opportunities to meet the needs of each
3 offender as identified in his or her individual reentry plan while an
4 offender is under the jurisdiction of the department.

5 (2) In conducting its review, the department and state board shall
6 consider and make recommendations regarding:

7 (a) Technological advances which could serve to expand educational
8 programs and vocational training including, but not limited to,
9 distance learning, satellite instruction, videotape usage, computer
10 aided instruction, and flexible scheduling and also considering the
11 infrastructure, resources, and security that would be needed to
12 implement the program or training. These advances shall be assessed
13 for their ability to provide the most cost-efficient and effective
14 programming for offenders;

15 (b) Methods to ensure that educational programs and vocational
16 training are relevant to enhance the employability of offenders upon
17 release; and

18 (c) Long-term methods for maintaining channels of communication
19 between the department, state board administration, academic employees,
20 and students.

21 (3) The department and state board shall report to the governor and
22 the legislature no later than July 1, 2008.

23 NEW SECTION. **Sec. 406.** (1) The Washington state institute for
24 public policy shall conduct a comprehensive analysis and evaluation of
25 evidence-based, research-based, and promising correctional education
26 programs and the extent to which Washington's programs are in accord
27 with these practices. In gathering data regarding correctional
28 education programs, the institute may consult with academic employees
29 from correctional education programs.

30 (2) The institute shall report to the governor and the legislature
31 no later than November 15, 2007.

32 **PART V - EMPLOYMENT BARRIERS**

33 NEW SECTION. **Sec. 501.** On or before October 1, 2007, the
34 department of corrections and the department of licensing shall enter

1 into an agreement establishing expedited procedures to assist offenders
2 in obtaining a driver's license or identification card upon their
3 release from a department of corrections' institution.

4 NEW SECTION. **Sec. 502.** (1) The director of the department of
5 licensing, or the director's designee, shall, within existing
6 resources, convene and chair a work group to review and recommend
7 changes to occupational licensing laws and policies to encourage the
8 employment of individuals with criminal convictions while ensuring the
9 safety of the public.

10 (2) In addition to the director of the department of licensing, the
11 following shall be members of the work group: A representative from
12 the employment security department, a representative from the
13 department of corrections, a representative from the Washington state
14 association of prosecuting attorneys, and up to five members appointed
15 by the governor from state agencies that issue occupational licenses.
16 The department shall also invite participation from victim service
17 agencies, the state board for community and technical colleges,
18 association of Washington business, nonprofit organizations providing
19 workforce training to released offenders, and legislative staff who
20 provide support to the human services and human services and
21 corrections committees. Members of the work group shall serve without
22 compensation.

23 (3) In conducting its review, the work group must:

24 (a) Review approaches used by other states and jurisdictions for
25 awarding occupational licenses to those with criminal convictions;

26 (b) Develop a process and standards by which the department of
27 licensing and licensing agencies will determine whether a criminal
28 conviction renders an applicant an unsuitable candidate for a license
29 or whether a conviction warrants revocation or suspension of a license
30 previously granted;

31 (c) Develop guidelines for potential applicants that reflect the
32 most common or well-known categories of crimes and their relation to
33 specific license types;

34 (d) Establish mechanisms for making information regarding the
35 process and guidelines easily accessible to potential applicants with
36 criminal histories.

1 (4) The department of licensing shall present a report of its
2 findings and recommendations to the governor and the appropriate
3 committees of the legislature, including any proposed legislation, by
4 November 15, 2008.

5 (5) This section expires December 15, 2008.

6

PART VI - HOUSING

7 NEW SECTION. **Sec. 601.** The legislature finds that, in order to
8 improve the safety of our communities, more housing needs to be made
9 available to offenders returning to the community. The legislature
10 intends to increase the housing available to offenders by providing
11 that landlords who rent to offenders shall be immune from civil
12 liability for damages that may result from the criminal conduct of the
13 tenant.

14 NEW SECTION. **Sec. 602.** A new section is added to chapter 59.18
15 RCW to read as follows:

16 A landlord who rents to an offender is not liable for civil damages
17 arising from the criminal conduct of the tenant. In order for a
18 landlord to be protected from liability as provided under this section,
19 a landlord must:

20 (1) Disclose to residents of the property that he or she rents or
21 has a policy of renting to offenders; and

22 (2) Take steps to report or halt criminal activity if the landlord
23 has actual knowledge of criminal activity on the landlord's premises.

24 NEW SECTION. **Sec. 603.** A new section is added to chapter 35.82
25 RCW to read as follows:

26 The legislature recognizes that stable, habitable, and supportive
27 housing is a critical factor that increases a previously incarcerated
28 individual's access to treatment and services as well as the likelihood
29 of success in the community. Housing authorities are therefore
30 encouraged to formulate rental policies that are not unduly burdensome
31 to previously incarcerated individuals attempting to reenter the
32 community, particularly when the individual's family may already reside
33 in government subsidized housing.

WISCONSIN

INFORMATION SHEET DMV OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Wisconsin
2. **URL's used:** <http://www.dot.wisconsin.gov/drivers/drivers/apply/index.htm>
3. **Documentation requirements for obtaining ID and DL**

Requirements	ID	DL
Legal presence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Name and Date of Birth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
State residency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change of Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Acceptable forms of documentation for obtaining ID and DL

Requirement	Acceptable Documentation
Legal presence	<p>When applying for an original (first) Wisconsin instruction permit, driver license or identification card, you must provide proof of U.S. citizenship, legal permanent resident status, legal conditional resident status or legal presence in the U.S.</p> <hr/> <p>When applying for any other Wisconsin instruction permit, driver license or identification card, you must provide proof of legal presence if you are a:</p> <ul style="list-style-type: none"> a. U.S. Citizen without a valid Social Security Number on file. b. Permanent or conditional resident. c. Temporary non-immigrant visitor. <hr/> <p>Documents presented as proof must be original. Photocopies are not acceptable.</p> <p>The following documents are acceptable proof of U.S. citizenship, legal permanent resident status, legal conditional resident status or legal presence in the U.S.</p> <p>U.S. state or local government-issued certificate of birth (certified copy - birth registration and hospital certificates are not acceptable)</p> <p>Valid U.S. passport.</p> <p>Valid foreign passport with appropriate immigration documents, which shall include or be accompanied by federal form I-94, arrival and departure record. NOTE: The appropriate immigration documents determine legal presence, not the passport itself.</p> <p>U.S. Certificate of Citizenship (federal form N-560).</p> <p>U.S. Certificate of Naturalization (federal form N-550).</p> <p>Valid Department of Homeland Security (DHS)/U.S. Citizenship and Immigration Services (USCIS) federal form I-551, resident alien registration receipt card, issued since 1997. NOTE: Non-expiring I-551 documents issued from 1977 to 1989 are acceptable.</p> <p>Valid DHS/USCIS federal form I-688, temporary resident identification card.</p> <p>Valid DHS/USCIS federal form I-688B or I-766, employment authorization document.</p> <p>Valid DHS/USCIS federal form I-571, refugee travel document.</p>

Requirement	Acceptable Documentation
	<p>DHS/USCIS federal form I-797, notice of action.*</p> <p>DHS/Transportation Security Administration (TSA) transportation worker identification credential.</p> <p>U.S. Department of State reception and placement program assurance form (refugee version), which shall include or be accompanied by federal form I-94, arrival and departure record.</p> <p>Documentary proof specified in s. 343.14(2)(er), Stats., that is approved by the appropriate federal authority.</p> <ul style="list-style-type: none"> • Valid foreign passport containing a valid non-immigrant visa and I-94, arrival and departure record • Valid foreign passport containing an expired non-immigrant visa and I-94, arrival and departure record • Pending or approved application for asylum in the United States • Valid re-entry into the United States in refugee status I-327 or I-571 • Pending or approved application for temporary protected status in the United States • Approved deferred action status or a pending application for adjustment of status to legal permanent resident status or conditional resident status* <p>Documents with a photograph of a person will be accepted only when the person is readily recognizable from the photograph.</p> <p>The department will decline to accept any document presented if it has reason to suspect the authenticity of the document.</p> <p>Questionable documents may require additional review.</p> <p>Minimum stay requirement: Temporary visitors must have legal presence documents authorizing a minimum stay of:</p> <ul style="list-style-type: none"> • 1 year with at least 6 months remaining (for a driver license) • 6 months with at least 3 months remaining (for an ID card)

Requirement	Acceptable Documentation
<p>Proof of Name and Date of Birth</p>	<p>When applying for an original (first) Wisconsin driver license or identification card, you must provide proof of your name, date of birth, legal presence, identity and residency in Wisconsin.</p>
	<p>Documents presented as proof must be original. Photocopies are not acceptable.</p>
	<p>The following are the acceptable documents for proof of name and date of birth:</p>
	<p>Certified birth certificate from Wisconsin.</p>
	<p>Certified birth certificate from another State or Territory of the United States, or a certificate of birth abroad issued by the U.S. Dept. of State (federal forms FS-545 or DS-1350). Canadian birth certificates are not accepted.</p>
	<p>Current (non-expired) U.S. passport.</p>
	<p>Valid foreign passport with federal I-551 or I-94, arrival and departure record.</p>
	<p>Valid Wisconsin driver license/DOT issued ID card, with your photograph and signature.</p>
	<p>Federal I-551 Alien Registration Receipt Card.</p>
	<p>Federal I-94 Arrival-Departure Record (Parole or Refugees Version), a reception and placement program assurance form plus a letter from sponsoring agency and MV3002.</p>
	<p>S. Certificate of Naturalization (N-550).</p>
	<p>Certificate of U.S. Citizenship (N-560).</p>
	<p>Federal temporary resident card or employment authorization card (I-688, I-688B or I-766).</p>
	<p>Native American Identification Card issued in Wisconsin by a federally recognized tribe.</p>
	<p>Court order with court seal related to the adoption or divorce of the individual or to a name or gender change that includes the person's current full legal name, date of birth and the person's prior name. This does not include an abstract of criminal or civil conviction.</p>
	<p>Armed Forces of the U.S. ID Card; Common Access Card or DD Form 2.</p>
	<p>TSA Transportation Worker Identification Credential (TWIC card).</p>
<p>Documents with a photograph of a person will be accepted only when the person is readily recognizable from the photograph.</p>	
<p>The department will decline to accept any document presented if it has reason to suspect the authenticity of the document.</p>	
<p>Questionable documents may require additional review.</p>	

Requirement	Acceptable Documentation
State residency	<p>When applying for an original (first) Wisconsin driver license or identification card, you must provide proof of Wisconsin residency if you are 18 years of age or older. Documents listing a post office box or commercial receiving agency as the mailing address are not acceptable.</p> <p>Documents presented as proof must be original. Photocopies and account statements printed online are not acceptable.</p> <p>The following documents are acceptable proof of Wisconsin residency when they include your name and current Wisconsin residence street address:</p> <p>Employee photo identification card issued by your current employer, containing your employer's name and address. Your employer's telephone number may be required for verification.</p> <p>Pay check or stub with your name and Wisconsin address, and your employer's name and address. Your employer's telephone number may be required for verification.</p> <p>A utility bill for water, gas, electricity or land-line telephone service at least 30 days old.</p> <p>An account statement at least 30 days old from a Wisconsin financial institution. The account statement must show activity.</p> <p>Wisconsin Quest Card</p> <p>Forward Wisconsin ID Medical Assistance Card</p> <p>Certified school record or transcript</p> <p>Mortgage documents for a residential property in Wisconsin</p> <p>The department will decline to accept any document presented if it does not provide conclusive proof of residency.</p> <p>Documents presented as proof must be original. Photocopies are not acceptable.</p> <p>Documents with a photograph of a person will be accepted only when the person is readily recognizable from the photograph.</p> <p>The department will decline to accept any document presented if it has reason to suspect the authenticity of the document.</p> <p>Questionable documents may require additional review.</p>

Requirement	Acceptable Documentation
Identity	<p>When applying for an original (first), renewal, reissue, reinstatement or a duplicate driver license or identification card, you must provide proof of your identity.</p> <p>The document must identify you by name and bear your signature or a readily recognizable photograph of you.</p> <hr/> <p>Documents presented as proof must be original. Photocopies are not acceptable.</p> <hr/> <p>A valid WI or out-of-state driver license (not a Canadian driver license) with your photograph. Note: Temporary out-of-state driving receipts are not acceptable.</p> <hr/> <p>Military discharge papers, including Federal DC-214.</p> <hr/> <p>U.S. Government and Military Dependent ID Card.</p> <hr/> <p>A valid WI or out-of-state ID card (not a Canadian ID card) with your photograph.</p> <hr/> <p>Certified copy of a Marriage Certificate or Judgment of Divorce.</p> <p>Social Security Card issued by the Social Security Administration.</p> <hr/> <p>If you are under 18, your parent or legal guardian can show a valid Wisconsin driver license or ID card and confirm your identity.</p> <hr/> <p>TSA Transportation Worker Identification Credential (TWIC card).</p> <p>Documents with a photograph of a person will be accepted only when the person is readily recognizable from the photograph.</p> <p>The department will decline to accept any document presented if it has reason to suspect the authenticity of the document.</p> <p>Questionable documents may require additional review.</p>
Change of Name	<p>If you have legally changed your name, you will need to change your name with the Social Security Administration Office before coming to a Division of Motor Vehicle (DMV) Service Center. When you come to a DMV Service Center to change your name on your Driver License or Identification Card, you will be required to show proof of your name change. The following are acceptable documents to show proof of your name change:</p> <hr/> <ul style="list-style-type: none"> • Certified record of marriage <hr/> <ul style="list-style-type: none"> • Certified record of divorce <hr/> <ul style="list-style-type: none"> • Certified court order

Requirement	Acceptable Documentation
Proof of Insurance	<p data-bbox="688 253 1357 329">Proof of financial responsibility is certifying that you have liability insurance in the amounts of at least \$50,000 and \$100,000 for personal injury or death and \$15,000 for property damage.</p> <p data-bbox="688 358 1357 526">Proof of insurance is filed by obtaining an SR-22 certificate issued by an insurance company licensed to do business in Wisconsin. In some cases, substitutions, such as a bond from an insurance company or a cash deposit of \$60,000 posted with the Wisconsin Department of Transportation (WisDOT) will be accepted. For operation of commercial vehicles, motor carrier insurance may be furnished as proof of financial responsibility.</p> <p data-bbox="688 585 1032 613">Proof of insurance is necessary:</p> <ul data-bbox="727 635 1341 897" style="list-style-type: none"> <li data-bbox="727 635 1341 711">• To obtain an occupational license or to reinstate a driver license after operating privileges or vehicle registration has been revoked. <li data-bbox="727 744 1341 821">• To reinstate after suspension if the suspension is a damage judgment or a suspension under the uninsured motorists/safety responsibility law. <li data-bbox="727 864 1341 897">• For drivers under the age of 18 in lieu of having a sponsor. <p data-bbox="688 956 1357 1006">Insurance filing is not necessary to reinstate a driver license if a revocation is due to:</p> <ul data-bbox="727 1028 1341 1279" style="list-style-type: none"> <li data-bbox="727 1028 1341 1061">• Non-compliance with an assessment interview. <li data-bbox="727 1083 1341 1116">• Non-compliance with a driver safety plan <li data-bbox="727 1137 1341 1214">• Non-compliance with a driver safety plan - new arrest while in a plan. <li data-bbox="727 1247 1341 1279">• Conviction for a first offense of operating while intoxicated. <p data-bbox="688 1327 1357 1404">During the period of revocation or suspension, a person whose operating privilege was revoked or suspended must file insurance only if they wish to obtain an occupational license.</p> <p data-bbox="688 1432 1357 1509">Insurance must be filed for three years from the reinstatement eligibility date, or for three years from the court entry date of a damage judgment that was effective before September 1, 2000.</p>

Requirement	Acceptable Documentation							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e6e6fa; text-align: center;">How to file proof of insurance</td> </tr> <tr> <td>Insurance is filed by providing an SR-22. To obtain an SR-22, contact an insurance company licensed to do business in Wisconsin.</td> </tr> <tr> <td>If you are filing insurance in lieu of sponsorship, be sure to tell the insurance agent you want to file insurance "in lieu of sponsorship." Be sure the agent understands the filing is not required due to a revocation or suspension of your operating privilege.</td> </tr> <tr> <td>Most insurance companies that file proof of financial responsibility will mail the certificate directly to WisDOT. Some companies will give the SR-22 to the customer and some companies will electronically file the information to WisDOT's computer system. The electronically filed information is usually entered automatically on the customer's driver record within one or two working days.</td> </tr> <tr> <td style="text-align: center;">Check the status of your insurance filing.</td> </tr> <tr> <td style="background-color: #e6e6fa; text-align: center;">Voluntary surrender when insurance is required</td> </tr> <tr> <td>If, at any time during the three-year filing period, a person wishes to stop filing insurance, and discontinue driving in Wisconsin, they can avoid paying the reinstatement fee in the future by surrendering their driver license to the WisDOT while the insurance is still in force.</td> </tr> </table>	How to file proof of insurance	Insurance is filed by providing an SR-22. To obtain an SR-22, contact an insurance company licensed to do business in Wisconsin.	If you are filing insurance in lieu of sponsorship, be sure to tell the insurance agent you want to file insurance "in lieu of sponsorship." Be sure the agent understands the filing is not required due to a revocation or suspension of your operating privilege.	Most insurance companies that file proof of financial responsibility will mail the certificate directly to WisDOT. Some companies will give the SR-22 to the customer and some companies will electronically file the information to WisDOT's computer system. The electronically filed information is usually entered automatically on the customer's driver record within one or two working days.	Check the status of your insurance filing.	Voluntary surrender when insurance is required	If, at any time during the three-year filing period, a person wishes to stop filing insurance, and discontinue driving in Wisconsin, they can avoid paying the reinstatement fee in the future by surrendering their driver license to the WisDOT while the insurance is still in force.
How to file proof of insurance								
Insurance is filed by providing an SR-22. To obtain an SR-22, contact an insurance company licensed to do business in Wisconsin.								
If you are filing insurance in lieu of sponsorship, be sure to tell the insurance agent you want to file insurance "in lieu of sponsorship." Be sure the agent understands the filing is not required due to a revocation or suspension of your operating privilege.								
Most insurance companies that file proof of financial responsibility will mail the certificate directly to WisDOT. Some companies will give the SR-22 to the customer and some companies will electronically file the information to WisDOT's computer system. The electronically filed information is usually entered automatically on the customer's driver record within one or two working days.								
Check the status of your insurance filing.								
Voluntary surrender when insurance is required								
If, at any time during the three-year filing period, a person wishes to stop filing insurance, and discontinue driving in Wisconsin, they can avoid paying the reinstatement fee in the future by surrendering their driver license to the WisDOT while the insurance is still in force.								

5. Processing requirements to obtain ID/DL

Requirement	ID	DL	Details
Over the Counter	<input type="checkbox"/>	<input type="checkbox"/>	
Central Issuance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DL <ul style="list-style-type: none"> • Not mentioned specifically • Probationary driver license (mandatory for everyone obtaining a WI license for the first time) is valid for 3 years – \$ 28 • Original regular – \$28 • Renewal (8 years) – \$34 ID cards is valid for 8 years – \$28

Requirement	ID	DL	Details, including cycle or lead times
Photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Biometric checks	<input type="checkbox"/>	<input type="checkbox"/>	Not mentioned specifically

Requirement	ID	DL	Details, including cycle or lead times
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	
Fee payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Learner's permit		<input checked="" type="checkbox"/>	Required for new drivers
DL exchange		<input checked="" type="checkbox"/>	Needs to submit DL from another jurisdiction in exchange for an WI DL
ID exchange	<input type="checkbox"/>	<input type="checkbox"/>	
Vision test		<input checked="" type="checkbox"/>	
Written test		<input checked="" type="checkbox"/>	
Driving test		<input checked="" type="checkbox"/>	

6. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

N/A

INFORMATION SHEET DOC OR EQUIVALENT ISSUANCE OF DRIVER LICENSES AND IDENTIFICATION TO INMATES

1. **State Name:** Wisconsin
2. **Contact Details:** Mary Kay Kollat, Reentry Director, Wisconsin DOC
3. **Date:** 4/9/2010
4. **URL's used:** None
5. **Process for establishing proof of identity**

Requirements	YES	NO
Date of Birth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SSN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Inmate release process details

Requirement	Details
How do inmates obtain necessary documents to apply for ID/DL	The Wisconsin DOC obtains birth certificates (BC) and social security cards (SSC) for all inmates on admission.
How do inmates make payments required for ID/DL?	Currently, inmates pay for their own IDs. This has been a problem so the Wisconsin DOC is planning to start paying for the IDs.
How is identity of released inmate confirmed?	Through the BC and SSC. An inmate that is sentenced under an alias is not eligible to obtain any type of ID.
Volume of inmates seeking ID prior to release	N/A

Additional notes:

- There are 20 correctional facilities in Wisconsin.
 - There are 13 minimum security facilities for males
 - There are 3 minimum security facilities for females
- Wisconsin released approximately 9,000 inmates in 2009.
- Program started in 2009
 - Inmates in medium and maximum security facilities can only get a state ID.
 - Inmates in minimum security facilities can get a state ID, renewal of their DL and first-time DL.
 - Prior to 2009, they allowed inmates in minimum security facilities to go to DMV offices to get DL renewals and first-time DL.
 - Inmates sentenced under an alias are not eligible to obtain any type of ID.
- Inmates use the prison address on their IDs (DMV requirement).
- Resources were not originally allocated to the project to pay for IDs
 - DOC pays for BC and SSC
 - Inmates do not want to pay for ID (\$28) – they make 6 cents/hr
- DOC staff had to be trained to use new cameras.

- Each DOC facility decides when to schedule time to process inmates' IDs.
- The only provision for additional staff was on the DMV side. However, they have not seen the volume of applications they expected.

7. Flow chart of current Inmate ID/DL process (include steps, timeline, equipment utilized, and information flows)

- The WI Department of Motor Vehicles (DMV) and the Department of Corrections (DOC) have had an interagency agreement (IAA) and process in place since 2009.
- See documents DAI-309 and Project Charter provided by Mary Kay Kollat.

WISCONSIN POLICY 309.20.02

POLICY

Institutions/centers will assist inmates in obtaining a State of Wisconsin ID card prior to release in the State of Wisconsin to facilitate successful reentry into the community.

REFERENCES

- [WI State Statute 301.286](#) – State Identification Upon Release from Prison
- [DOC Administrative Code 309.20](#) – Inmate Personal Property
- [DAI 309.45.02](#) – Inmate Trust System Deductions
- [DAI 309.46.01](#) – Interest Bearing Accounts

DEFINITIONS, ACRONYMS, AND FORMS

- A&E – Assessment and Evaluation
- BRCC – Black River Correctional Center
- CVCTF – Chippewa Valley Correctional Treatment Facility
- DACC – Drug Abuse Correctional Center
- DAI – Division of Adult Institutions
- DCC – Division of Community Corrections
- DOC-184 – Disbursement Request
- DOC-236D – Identification Property Access Record
- DOC-237 – Property Receipt / Disposition
- DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)
- DOT – Department of Transportation
- ID – Identification
- MV3001 – Wisconsin Driver License/Identification Card Application
- SCCC – St. Croix Correctional Center
- USPS – United States Postal Service

Vital Documents – Certified copy of the inmate’s birth certificate, signed social security card and a driver’s license / State of Wisconsin ID card.

PROCEDURE

I. Document Acquisition / Storage

- A. Upon admission to the first permanent institution/center placement, designated staff will determine if the inmate has vital documents including:
 - 1. Certified copy of inmate’s birth certificate.
 - 2. Signed social security card.
 - 3. Driver’s License or State of Wisconsin ID card.
- B. Inmates will be encouraged to have existing documents sent to the institution. If there are documents that the inmate cannot locate, designated staff will assist the inmate in the process of obtaining the documents.
- C. Vital documents will be stored in the DOC-236D in a secure location within the institution/center’s property department.

II. State of Wisconsin ID Card – Preliminary Steps

- A. Institutions/centers shall designate a staff person to assist inmates in obtaining the vital documents.
- B. Prior to release, designated staff will contact the inmate to determine if the inmate wishes to obtain a State of Wisconsin ID card.
- C. Cases of identity discrepancy may not be addressed by this policy.
- D. The following procedure will be utilized to obtain the vital documents:
 - 1. Staff will meet with the inmate to determine the current status of the inmate’s vital documents.
 - 2. If the inmate does not possess the documents required to obtain a State ID card, designated institution staff will assist the inmate in the process for obtaining the vital documents.
 - 3. The DOC-184 must be completed. If insufficient funds exist in the inmate’s regular account or release account to purchase the vital documents a general loan (IDG) will be created by the business office.
- E. If the inmate chooses to obtain his/her ID card, the following procedure will be utilized:
 - 1. Staff will meet with the inmate to determine the current status of the inmate’s vital documents.
 - 2. Once the documents are in the institution/center, staff will assist the inmate in completing an MV3001.
 - 3. DOC-184 must be completed for the cost of the ID card.
 - 4. The Business Office will create a State Identification Card (IDCF) Obligation for the inmate based on the DOC-184 received. Payment to the ID Obligation may be made either from the inmate’s release account or regular account based on the

available funds at the time that the ID Obligation is created and through deductions from funds received for the inmate while incarcerated. Upon the inmate's release the ID card obligation will be reduced to the amount already collected.

III. Photograph Session

- A. Designated staff will schedule photograph sessions with the inmates who are eligible for an ID card. The following documents are to be in the institution/center prior to scheduling a photograph session:
 - 1. Certified copy of inmate's birth certificate (if required).
 - 2. Signed original social security card.
 - 3. Completed MV3001.
 - 4. Completed DOC-184.
 - 5. Completed DOC-1163A form for inmates located at BRCC, CVCTF, DACC and SCCC.
- B. Only properly trained and authorized staff will conduct photo sessions. Photo sessions will occur in a secure location within the institution/center.
- C. Only one inmate will be allowed in the photograph area at a time.
- D. Authorized staff will take the inmates photograph utilizing the PicsTaker system and obtain the inmate's electronic signature.
- E. Staff will check the information on the screen for accuracy and then send to DOT electronically for processing.
- F. The colored backdrop provided by DOT will be secured at all times when not in use.

IV. Document Mailing / Handling

- A. After the photographs have been completed, designated institution staff shall:
 - 1. Submit the DOC-184 to the institution/center Business Office for processing.
 - 2. Place the vital documents and the MV3001 in an unsealed self-addressed (institution/center address, attention Property Department) stamped envelope for each inmate.
 - 3. Place all envelopes in a larger envelope and mail to DOT via USPS.
- B. The vital documents will be returned in the envelope they were sent in and the photo ID will be sent to the institution/center in a separate envelope.
- C. The vital documents and the ID card will be stored in the DOC-236D with the inmate receiving a DOC-237 for the ID card.

V. Release of Inmate

- A. Prior to release, the inmate's Social Worker will notify the inmate's DCC Agent, if applicable, that the inmate does possess a State of Wisconsin ID card.

- B. Within ten days following release it will be the responsibility of the offender to change the address listed on the ID card from the institution/center address to the offender's current address by calling (608) 266-2353 or by mail to: Wisconsin Department of Transportation, Division of Motor Vehicles, PO Box 7917, Madison, WI 53707-7917 with assistance from the DCC Agent.

WISCONSIN PROJECT CHARTER



**Department of Corrections
Project Charter
DOC Project #142
I-9 Inmate ID Cards**

Prepared By: DOC - Bureau of Technology Management
 Date Created: June 20, 2007
 Project Manager: Mike Anderson
 Customer: Mary Kay Kollat, Reentry Director
 Executive Sponsor: Earl Fischer, DMS Administrator

Last Update: 10/16/2008 7:25:00 AM Page 1

Draft	Date	Author(s)	Description
1.0	June 20, 2007	Mike Anderson	Initial Version
1.1	August 3, 2007	Mike Anderson	Revised for Approval

Project Contacts Department of Corrections			
Name	Role and/or Office	Organization	Telephone
Mary Kay Kollat	Reentry Director	OSS	608-240-5015
Earl Fischer	Administrator - Division of Mgmt. Services	DMS	608-240-5400
Ann Schwartz	Director - Bureau of Technology Mgmt.	DMS-BTM	608-240-5688
Bob Stanley	MIS Chief – Applications	DMS-BTM	608-240-3480
Tom Vetter	MIS Chief – Business Services	DMS-BTM	608-240-5711
Kathy DeVoss	Supervisor – Applications Development	DMS-BTM	608-240-5714
Bonnie Tiedt	Supervisor – Application Support	DMS-BTM	608-240-5659
Mike Anderson	BTM Project Manager	DMS-BTM	608-240-3464
Marilyn Williams	Oakhill Correctional Institution	DAI	608-835-3101
Jerome Sweeney	Stanley Correctional Institution	DAI	715-644-2960
Julie Wurl-Koth	Central Office	DAI	608-240-5160
Shirley Storandt	Central Office	DAI	608-240-5378
Lizzie Tegels	New Lisbon Correctional Institution	DAI	608-562-7360
Russ Corcoran	Oshkosh Correctional Institution	DAI	920-231-4010
Nancy Irizarry	Dodge Correctional Institution	DAI	920-324-5577
Rebecca Mastalir	Ethan Allen School	DJC	262-646-3341
Susan Ross	John C. Burke Correctional Center	DAI	920-324-6580
Lance Wiersma	Region 4	DCC	920-751-4619
Deb Rychlowski	Legal	OLC	608-240-5014

Department of Transportation			
Name	Role and/or Office	Organization	Telephone
Lynne Judd	Administrator - Division of Motor Vehicles	DMV	608-266-7079
Patrick Fernan	Operations Manager - DMV	DMV	608-261-8605
Karen Baetsen	Office of Policy, Budget and Finance	OPBF	608-266-0179
Debbie Kraemer	DMV Bureau of Driver Services - Customer Service Unit	DMV	608-264-7060
Gary Guenther	Director - DMV Bureau of Field Services	DMV	608-266-2743
Kristina Boardman	Operations Chief - DMV Bureau of Field Services (Viisage Contract Manager)	DMV	608-266-5082
Terry Ewing	Section Chief - DMV Bureau of Field Services Technical and Training	DMV	608-266-0428
Karen Schwartz	Section Chief - DMV Qualifications & Issuance	DMV	608-266-0054
Mitch Warren	DMV Legislative Liaison	DMV	608-266-1449

Viisage			
Name	Role	Organization	Telephone
Barry Erhardt	Program Manager	Viisage	978-501-4746
Feisal Chaudhry	Technical Lead & Solution Architect	Viisage	978-932-2431
Senthil Kumar	Data Interface Lead	Viisage	978-932-2243

Other Agencies			
Name	Role and/or Office	Organization	Telephone
Ron Konkol	Social Security Administration	SSA	608-270-1417 ext. 3070

Peggy Peterson	DHFS-Office of Vital Statistics	DHFS	608-267-7812
Mark Alfred	DHFS-Office of Vital Statistics	DHFS	608-266-0330

Core Technical Team Department of Corrections			
Name	Role	Organization	Telephone
John Kaiser	PICSTaker Lead Analyst / Developer	DOC-BTM	608-240-3455

Department of Transportation			
Name	Role	Organization	Telephone
Chris Nass	DOT	608-267-9571	
Jeff Dorner	DOT	608-266-6735	
Ginny Dabel	DOT	608-264-7718	
Dharmendra Shah	DOT		
Steve Borth	DOT	608-267-9800	
Bonnie Hauke	DOT	608-266-8224	

Viisage			
Name	Role	Organization	Telephone
Feisal Chaudhry	Technical Lead & Solution Architect	Viisage	978-932-2431
Senthil Kumar	Data Interface Lead	Viisage	978-932-2243

Other Agencies			
Name	Role and/or Office	Organization	Telephone
Ron Konkol	Social Security Administration	SSA	608-270-1417 ext. 3070
Peggy Peterson	DHFS-Office of Vital Statistics	DHFS	608-267-7812
Mark Alfred	DHFS-Office of Vital Statistics	DHFS	608-266-0330

Acronyms, Abbreviations and Definitions

BTM	DOC – DMS – Bureau of Technology Management
DAI	Department of Corrections – Division of Adult Institutions
DCC	Department of Corrections – Division of Community Corrections
DMS	Department of Corrections – Division of Management Services
DMV	Department of Transportation – Division of Motor Vehicles
DOC	State of Wisconsin – Department of Corrections
DOC Number (DOC #)	DOC Offender Identification Number
DOT	State of Wisconsin – Department of Transportation
ID Card	State of Wisconsin Identification Card
SSN	Social Security Number
WI	Wisconsin

Business Opportunity

The Wisconsin Department of Corrections has a focused Reentry Program with the ultimate goal of improving community safety by improving the process of returning inmates to the community after they have completed their prison sentences. By providing the opportunity for offenders to become successful members of the community after their release from prison, the Reentry Program works to improve the Department's ability to hold offenders accountable, while better preparing offenders to lead successful, crime-free lives once they are released from prison. The objectives of the Reentry Program's initiatives are: fewer new crimes; fewer new victims; fewer offenders returning to prison; and fewer taxpayer resources expended on law enforcement, court time, and incarceration.

One of the Reentry Program initiatives is to aid in the acquisition of a State of Wisconsin Identification Card for inmates pending release into the community. This identification will aid offenders in finding employment and housing.

The State of Wisconsin Identification Card must be produced by the DOT Division of Motor Vehicles (DMV). This project provides the opportunity for the Department of Corrections to partner with the Department of Transportation to simplify and streamline this process of applying for and obtaining Wisconsin Identification Cards or Driver's Licenses for the inmates.

Technically, the DMV issues Wisconsin State ID Cards via equipment and software purchased from a vendor, Viisage. The Viisage system at DMV currently does not provide an interface to DOC systems to gather information for the offenders. The DOC has contracted with Viisage to modify DMV's Viisage system to provide such an interface to DOC systems.

Project Goals

The ultimate goal of this project is to aid the reentry of offenders back into the community and to enhance their ability to find employment and housing. Specifically, by streamlining the process of obtaining a Wisconsin State ID Card, the offender will possess the identification necessary to find employment and housing when released to the community.

Project Objectives

The objectives which support the project goals are as follows:

1. To simplify the process of applying for and issuing a Wisconsin State Identification Card to an inmate pending release to the community.
2. To modify the systems at DOC to transmit and share offender information and photos with the systems at DMV.
3. To modify the systems at DMV to accept and process offender information and photos, specifically to process the applications for, and to generate Wisconsin State ID Card for inmates as requested by DOC.
4. In addition to the technical changes required for this project, the DMV and DOC must develop a business process for acquiring and sharing the information and documentation required by the DMV to process the State ID Cards.

Project Scope

The scope of this project includes the “In Scope” items and excludes the “Out of Scope” items:

In Scope

1. Modify the Department of Corrections “PICStaker” system, used to capture and process offender photos for DOC systems, to:
 - a. Capture and process offender photos specifically for the DMV Wisconsin State ID Card.
 - b. Capture offender signatures.
 - c. Allow the entry and/or retrieval of other offender information required by the DMV to process applications for Wisconsin State ID Card.
 - d. Gather audit trail information identifying the DOC employee, date and time, and workstation where the offender photo and signature were captured for the State ID application.
 - e. Transmit this information, along with the offender photos, in a secured manner to the Division of Motor Vehicles Viisage System.
2. As contracted, Viisage will modify the DMV Viisage System to import the offender information transmitted by the DOC systems. The DMV Viisage System will process this information to authorize and generate the Wisconsin State ID Cards for the offenders. The Viisage system will also provide a means of tracking the offender’s ID application, and a means of auditing the transactions.
3. DMV will cancel the product of any confirmed Facial Recognition match
4. The Department of Corrections and the Division of Motor Vehicles will partner to facilitate this process. The DOC and DMV will develop business processes as follows:
 - a. DOC will identify those inmates who are eligible to apply for a Wisconsin State ID Card via this system. (I.e. United States Citizen with appropriate proof of citizenship, proof of identity, etc.)
 - b. DOC will develop procedures for intake to evaluate the offender’s citizenship status and to gather the documentation (birth certificates, etc.) and information required by the DMV to process applications for the Wisconsin State ID Cards for the offenders.
 - c. DOC must determine guidelines on how soon before release of an inmate to the community that DOC should begin the State ID application process. DOT needs adequate lead time for processing the application, printing and mailing the ID’s, and mailing back the offender’s personal documentation.
 - d. For the DOC to transmit or forward this documentation and information from the DOC to the DMV for processing
 - e. For the DMV to facilitate the return of any personal documentation (birth certificates, etc.) from the DMV back to the DOC.
 - f. For the DOC and the DMV to monitor and track the status and the progress of the Wisconsin State ID Card applications for the offenders.

- g. DOC will provide a contact person at each facility for DOT to contact regarding incomplete applications, troubleshooting, discrepancies, etc. Likewise, DOT will provide a contact person for the DOC to contact with questions regarding the ID applications.
- h. DOC will establish one account for DMV to draw funds for the product. DOC and DMV will determine the business processes by which the product fees will be assessed, billed, and paid.
- i. The ID application and the offender's personal records will be sent via U.S. Postal Service first-class mail between DOC and DOT, and vice versa. DOC and DOT must determine how DOC will cover the cost of mailing the ID cards and the offender's personal records from DOT to DOC after the application is processed.
- j. If the offender does not have a residence address at the time the State ID application is submitted to DOT, DOC will use the address of the DOC institution as the offender's residence address to be printed on the State ID Card. DOC will develop procedures to ensure that the offenders complete a Change of Address upon release, when the offender's actual residence address is known.

Out of Scope

1. Applications for Wisconsin Driver's Licenses will not be covered within the scope of this project. Suspended Wisconsin Driver's Licenses can be reinstated via existing DMV procedures. All other situations for issuance of a Wisconsin Driver's License would require the applicant to take a knowledge test at a DMV service center.
2. Processing applications for Permanent / Conditional Resident State ID Cards, or Temporary Resident State ID Cards is not within the scope of this project. Only offenders who are U.S. Citizens with the required supporting documentation will be processed via this system for Wisconsin State ID Cards.

Project Considerations

As an aid to our project decision making, the primary considerations are listed by priority.

1. Quality is a primary consideration for the successful implementation of this project. It is imperative that the systems accurately gather, transmit and track the information and the documentation required for the offender's Wisconsin State ID Card applications.
2. Security will be imperative to ensure the safety and confidentiality of the offender's personal information such as Social Security Numbers and Birth Certificates.
3. Cost is always a consideration for project delivery. Resource hours will be tracked weekly to ensure maximum efficiencies.

High-Level Project Deliverables

- Project Charter (this document)
- Communication Plan
- Risk Analysis
- Stop Light Reporting
- A project plan delivered within the conceptualizing, initiating, planning, executing & controlling, and closing PMI phase methodologies.
- Lessons learned documentation.
- Meeting facilitation, agendas, and associated meeting minutes.
- Success metrics.

Other Related Projects & Initiatives

Related projects at the Department of Corrections include other Project #684 - PICStaker Modifications (to replace the obsolete PICS and PICStaker cameras).

Resources

The following DOC resources will be identified and will be required to participate in this project until its completion. These roles will remain necessary post-production for the management and maintenance of the system(s). Role	Responsibility
DOC BTM Project Manager	Manages project effort and monitors progress.
DOC Visual Basic Programmer	Modify the PICStaker client application.

Business Risks

- All Business processes and procedures that are required by DOC and DOT to successfully process offender State ID card applications must be determined, documented, and implemented for the system to be successful. The technology solution for this project will not succeed without the supporting business processes in place.
- The charge back and accounting details must be determined and agreed upon by DOT and DOC in order to properly and accurately compensate DOT for the State ID processing fees and U.S. postage fees. If this accounting process is not working correctly, DOT may be under or over reimbursed for the costs incurred by DOC.

Communication Plan

See Attachment.2.

Change Management

Change management can ensure standardized methods, processes and procedures are used for all change requests. It also facilitates efficient and prompt handling of all changes, and maintains the proper balance between the need for change and the potential detrimental impact of changes.

Change management for this project would be comprised of:

- The raising and recording of changes
- Assessing the impact, cost, benefit and risk of proposed changes
- Developing business justification and obtaining approval
- Managing and co-coordinating change implementation
- Monitoring and reporting on the change
- And reviewing and closing any request for changes.

Once the project plan baseline is established and the customer agrees to it, any requests to change its schedule or scope would go through the change management process to gain approval.

Success Criteria

This project is successful when it delivers a working production system that is acceptable to the Executive Sponsor and Customers at DOC and DOT, and has successfully processed information both to and from the DOC and DOT systems.

Key Project Stakeholders

Stakeholders are an integral part of a project. The roles are generally defined indicating leadership and authority for change. They are not all inclusive definitions. Role	Organization	Name
Executive Sponsor	DMS Administrator	Earl Fischer
Customer	Reentry Director	Mary Kay Kollat
Project Mgmt – Section Chief	DMS – Bureau of Technology Mgmt	Bob Stanley
Project Mgmt – Supervisor	DMS – Bureau of Technology Mgmt	Kathy DeVoss
Project Manager	DMS – Bureau of Technology Mgmt	Mike Anderson

Executive Sponsor

- Provides overall corporate direction and guidance for the project.
- Communicates where the project fits in the overall organizational vision.
- Champions the project to ensure support and resources from entire organization.

Customer

- The user or business process owner of the delivered product.
- Provides final acceptance of project deliverables as outlined in the success criteria.
- Approves project charter and initial project plan, strategies, high-level schedule and any budget.
- Approves changes to original project scope, plans and budget based on interpretation of business strategies.

Project Supervisors

(Section Chief, Functional Manager)

- Shared accountability for project deliverables according to the charter.
- Assigns project manager and technical lead to project.
- Allocates department resources to the project. Works with other managers on resource issues.
- Provides coaching and project specific training for project team.
- Works with project manager to acquire staff.
- Helps project manager remove roadblocks that might cause project delays, overages or project quality issues. Provides assistance, guidance, and support in the resolution of management issues.

Project Manager

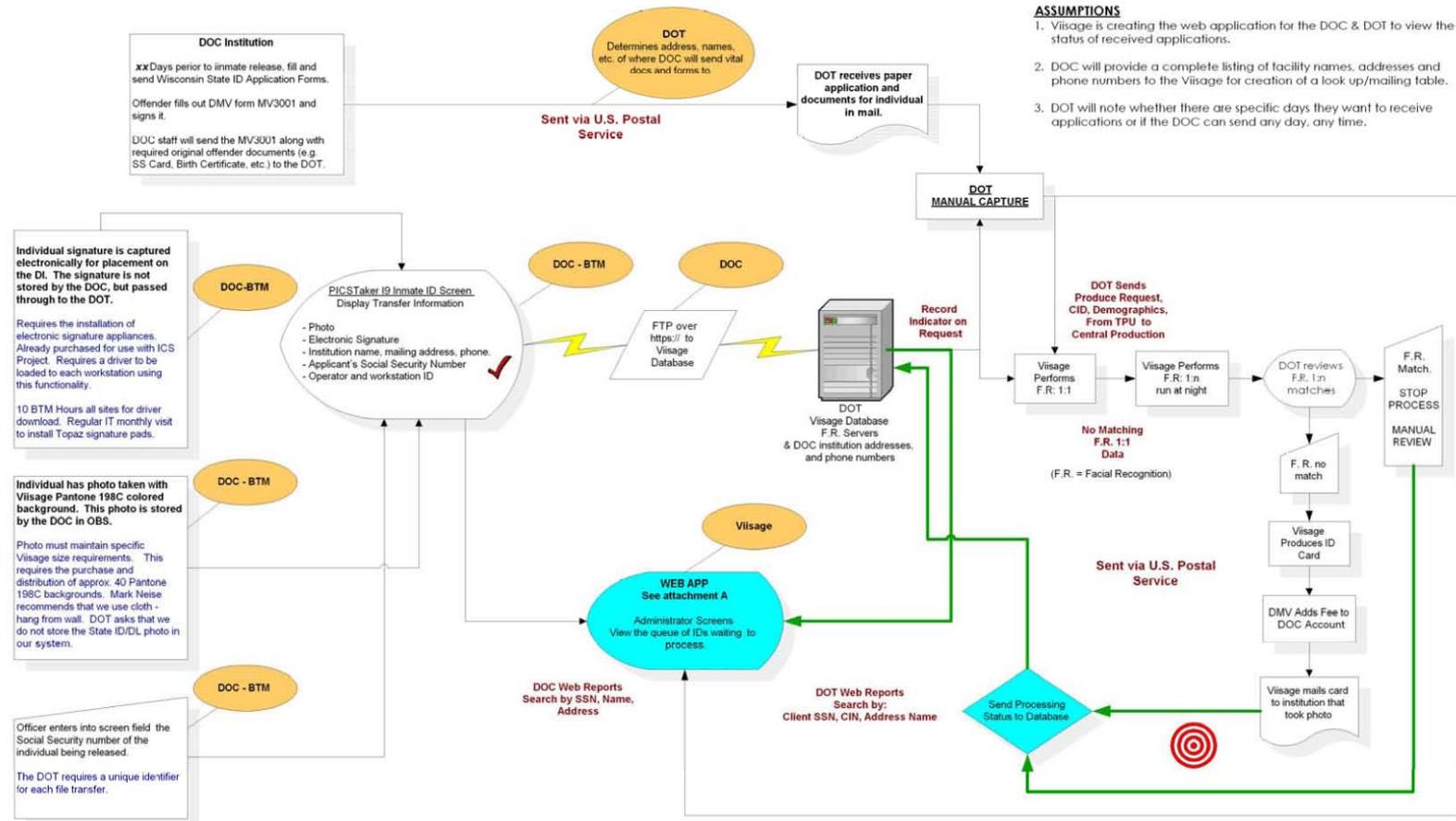
- Overall project management from inception to completion.
- Manages creation of project management deliverables, strategies, estimates, schedule, risk management plans, and communication plans.
- Manages non-technical conflicts and mediates technical conflicts.
- Ensures lessons learned are captured and shared at the end of each iteration, contract, or project.
- Project scope management.

- Project time management – builds and maintains the overall project schedule, including task dependencies and resource assignments. Monitors project progress, critical path and communicates status according to established communication plans.
- Project resource management – Acquires timely, appropriate, and sufficient project resources. Coordinates project resources, people, training, facilities, equipment, etc., so that project goals can be met.
- Project cost management.
- Project communications management – reports project status, progress, risks, and issues to sponsor, customer, and management.
- Project risk management – Identifies, manages and ensures resolution of issues through an appropriate process. Ensures issues and risks are escalated proactively and promptly.
- Project quality management – establishes a set of practices that ensure the integrity and quality of project deliverables.
- Project change management by overseeing the change control process.

Attachments

Attachment 1 - DOC/DMV ID Card Process Flow

Department of Corrections		
ID Project	8/3/2007	Viisage - Vendor DOT Infrastructure & Internal Processes



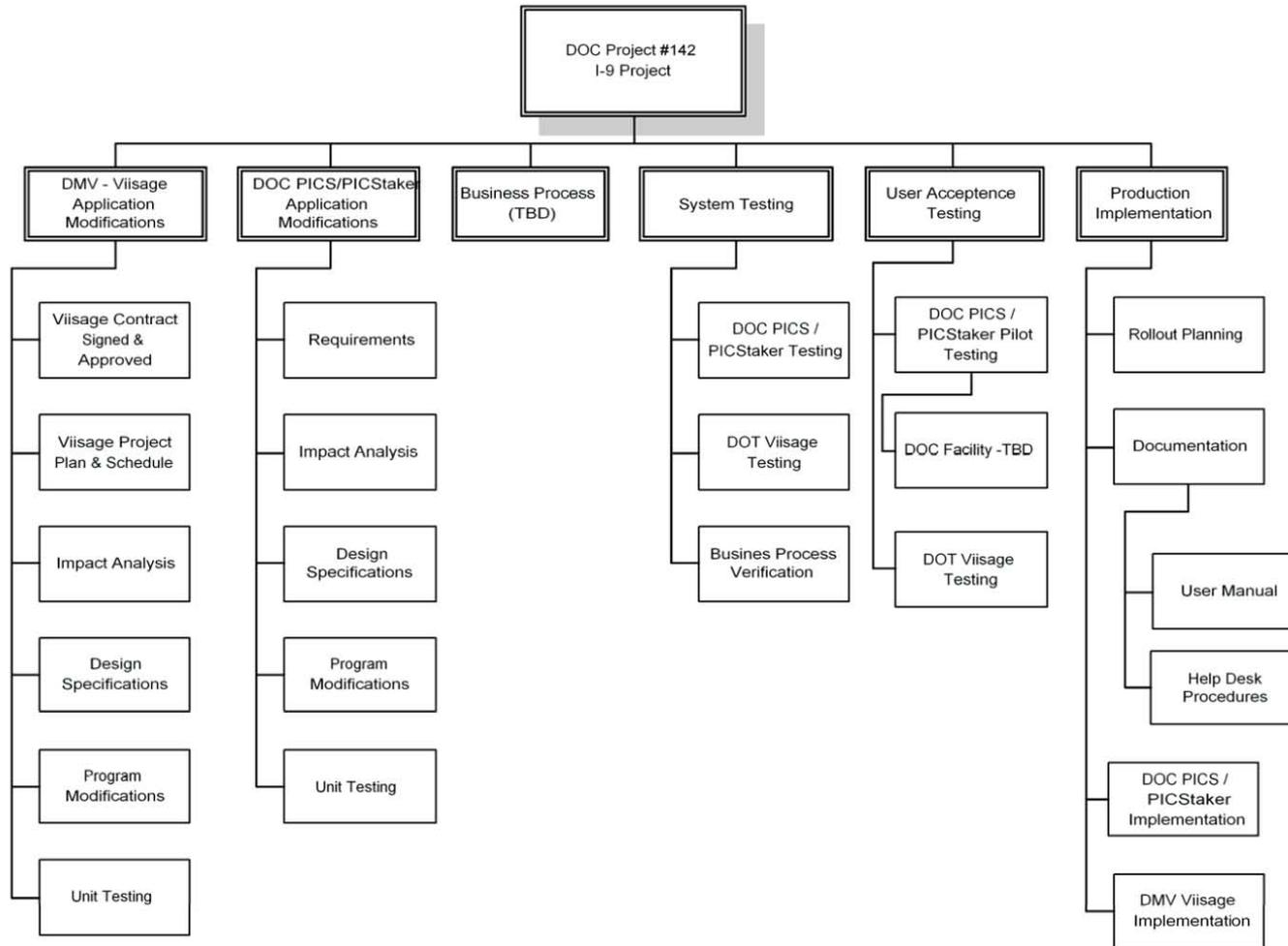
Attachment 2 - Project Communication Plan

Project Manager: Mike Anderson
 Bureau of Technology Management
 Wisconsin Department of Corrections
 MichaelE.Anderson@Wisconsin.gov
 Work: (608) 240-3464

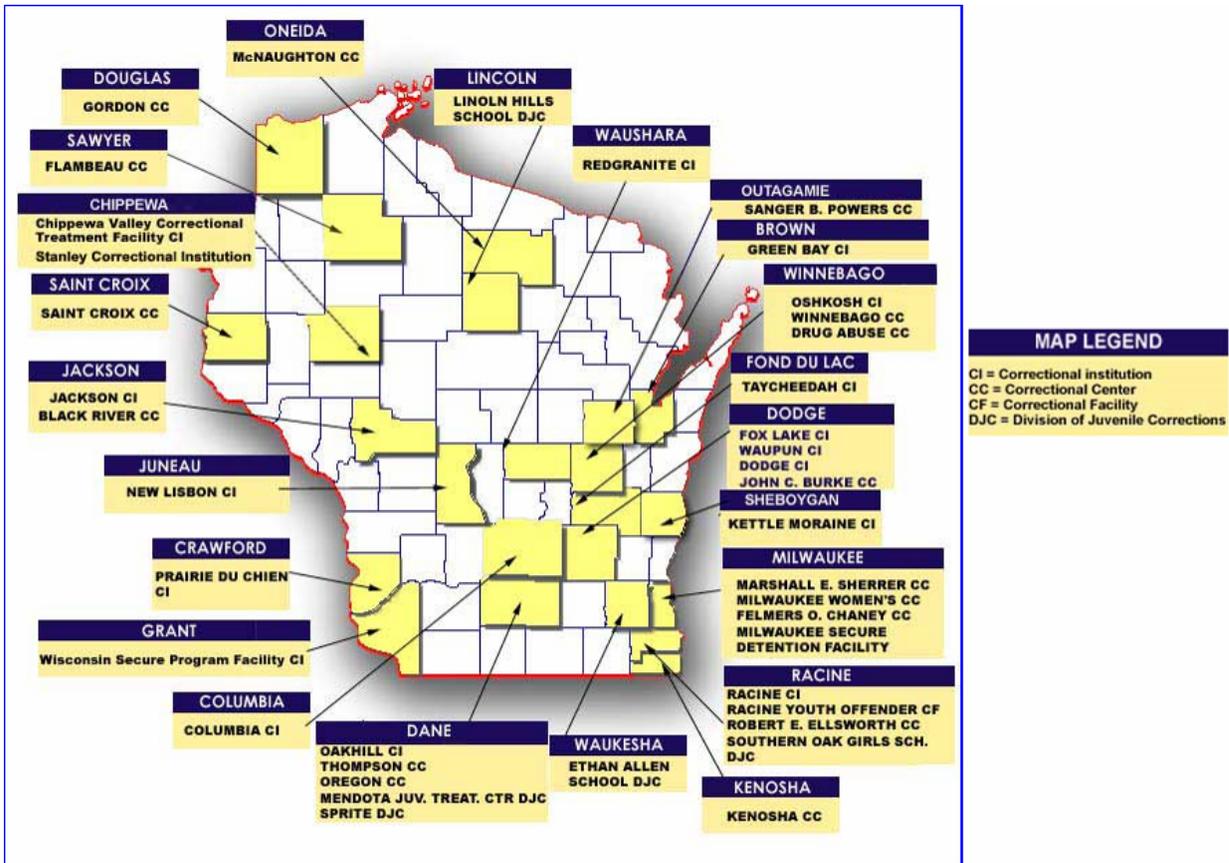
DOC Project #142 I-9 Inmate ID Project COMMUNICATION PLAN

Deliverable	Purpose	Stakeholder	Due Date	Key Points	Importance	Medium Delivery	Who Creates	Sign Off
Stoplight Report	Inform customer and project team of project status.	Customer Project Team	Weds by 5 p.m.	Status, risks, milestone activities	High	Word Document via E-mail	Project Manager	None
Weekly Meeting Agenda Meetings Held: "To Be Determined" by June 22, 2007	Task identification, resource allocation, barrier removal, scheduling, status updates.	Project Team	Fri by 5 p.m.	Discussions points. Assigned tasks Review risks. State issues and resolutions.	High	Word Document via E-mail	Project Manager	None
Weekly Meeting Minutes	Record of decisions, actions, and assigned tasks.	Project Team	Next Business Day by 10 a.m.	Directly correlates to the agenda.	High	Word Document via E-mail	Project Manager	None
Project Plan	Record of project planning, resource consumption, overall status, and % complete.	Project Team	Fri by 5 p.m.	Map of events necessary to successfully implement	High	Microsoft Word via E-mail	Project Manager	None
Risk Analysis	Record of issues, actions, and resolutions.	Project Team	Fri by 5 p.m.	Keeps everyone focused on addressing issues as they come up.	High	Microsoft Word via E-mail	Project Manager	None
Project Update	Monthly status update on milestones and action items for next month.	Executive Project Update	Monthly 2 nd Wed	A thirty-day view of status, milestone activities, and overall progress percentages.	High	Power Point and/or Word Document	Project Manager	None

Attachment 3 - High Level Work Breakdown Structure (WBS)



PRISON FACILITIES MAP



CORRECTIONAL CENTERS

- [Black River Correctional Center](#)
- [Drug Abuse Correctional Center](#)
- [Felmers O. Chaney Correctional Center](#)
- [Flambeau Correctional Center](#)
- [Gordon Correctional Center](#)
- [Kenosha Correctional Center](#)
- [Marshall E. Sherrer Correctional Center](#)
- [McNaughton Correctional Center](#)
- [Oregon Correctional Center](#)
- [Sanger B. Powers Correctional Center](#)
- [St. Croix Correctional Center](#)
- [Thompson Correctional Center](#)
- [Winnebago Correctional Center](#)