Minnesota Department of Corrections

Policy:	**205.141**	**Title: Offender Personal Identification Documents**
Issue Date:	**7/1/14**	
Effective Date:	**7/1/14**	

AUTHORITY: Minn. Stat. §241.01

PURPOSE: To aid in successful offender reentry to the community upon release from confinement.

APPLICABILITY: Minnesota Department of Corrections (DOC); department-wide

POLICY: The DOC cooperates and collaborates with other agencies, organizations, and individuals to maintain an integrated, continuous, and coherent offender reentry process. Possession of personal identification documents is critical to every individual establishing identity for such post-release activities as housing, employment, and financial transactions. It is the goal of the department that offenders leave the facility with two forms of identification.

DEFINITIONS:
Personal identification documents – for purposes of this policy, identification includes such examples as a birth certificate, social security card, driver's license, and state identification card.

PROCEDURES:

A. Possession of personal identification documents

1. Offenders admitted to a facility with personal identification documents in his/her possession are allowed to retain those documents in his/her base file (see Policy 106.220, Case Records").

2. Any additional identification documents arriving at department facilities during the course of an offender's confinement are stored in the offender's base file.

3. Records staff returns all of the offender's personal identification documents to the offender on the offender's release date.

B. Assessing the need for personal identification documents

1. Upon admission to the DOC, facility staff must enter in the correctional operations management system (COMS), under the offender identification tab, which identification documents, if any, accompanied the offender upon arrival to the intake facility.

2. During reception and orientation (R&O) and at time of pre-release, the transition coordinator meets with offenders to discuss the importance of identification and to educate offenders on application processes for various personal identification documents (see Policy 205.140, "Adult Offender Reentry Services and Programming").

3. Through cooperative agreement with the Minnesota Department of Public Safety (DPS), driver services division, state photo identification services and limited driver license renewal services may be available to offenders at selected department facilities.
   a) Minnesota Driver and Vehicle Services (DVS) allows for qualified DOC staff to access DVS records via a web-based service to further assess identification needs.

b) The offender must sign a Request for DVS Records Lookup (attached) to allow the transitions coordinators to access identification status information. This request is available in the base file to assist offenders throughout the entire obligation period.

4. The offender's case manager reviews the need for identification documents with the offender as part of the annual review process and as part of release planning. If the offender does not have two forms of identification in the base file, the case manager must provide assistance or instruction on the facility's application processes for various types of identification.

C. Acquisition of personal identification documents

1. During each confinement, an offender is eligible to have either a single birth certificate or a Minnesota identification card/driver's license paid through department funds. This includes new or renewal Minnesota state identification or a class D driver's license. Any amount beyond the class D fees, such as additional license fees, fines, or endorsements, must be paid by the offender.

2. Birth certificates are primarily acquired for offenders who do not have any other valid identification.
   a) Offenders who have a valid photo with DPS may use that photo as proof of identity to renew state identification and do not need a birth certificate. Photo validity is noted in the COMS under the offender identification tab; staff must review the Identification (ID) Policy COMS Documentation (attached) for COMS directions.

   b) The case manager/designee assists the offender in the process to secure a birth certificate if a valid photo with DPS is not available.
      (1) The offender is provided with an appropriate application from the state of his/her birth.
      (2) The offender completes the applications, which is then verified and approved by the offender's case manager.
      (3) The birth certificate application is sent along with an offender voucher form to the facility's financial services for review and payment processing.

   c) Status of this process and final outcomes for birth certificate acquisition are retained in COMS under the offender identification tab and entered by designated staff.

   d) Offenders who are not US citizens or who have Immigration and Nationalization Service (INS) detainers are not eligible to apply for birth certificates.

3. Transition coordinators assist offenders with state photo identification, including the status of Minnesota driver's license.
   a) Offenders may request a copy of his/her DVS record through the transition coordinator. The offender may need to individually contact county court services with questions in regard to fines, fees, and requirements for reinstatement.

   b) If a photo identification is valid and not on file at the facility, staff must encourage the offender to have those documents sent into the facility.

c) If the offender is in need of a valid identification, and located at a facility with DPS equipment, staff assists offenders in this process:
   (1) If the offender has a valid photo on file with the DPS, the offender may choose to apply for a Minnesota identification card, or renew his driver's license.
   (2) An offender who does not have a valid photo on file with the DPS may still be eligible to obtain a Minnesota identification card if he/she has sufficient proof of identity in the base file to meet DPS requirements. The transitions coordinator must determine if the offender is eligible, and if so, provide assistance in the application process.
   (3) Offenders must have less than one year from their supervised release date to qualify to obtain a Minnesota state identification card, instructions permit, or driver's license.
   (4) The offender's application for a Minnesota identification card or driver's license must be reviewed by the transitions coordinator before being sent to financial services for payment. If the offender is paying for photo identification, any additional endorsements, fees, etc., he/she must have funds available in order to submit the application.

d) Status of this process and final outcomes for photo identification acquisition is retained in COMS under the offender identification tab and entered by designated staff.

e) Offenders who are not US citizens or who have INS detainers are not eligible to apply for photo identification. Photo identification acquisition is not available at Minnesota Correctional Facility – Oak Park Heights (MCF-OPH).

4. If the offender reports no social security card, the designated staff provides assistance in processing those documents.
   a) Offenders may apply for duplicate social security cards at 120 days or less to release. This release date may be an anticipated release such as work release or projected release, as well as supervised release or expiration.

   b) Offenders complete two forms as part of the Social Security application process: Consent for Release of Information form #SSA-3288 and an Application for a Social Security Card form #SS-5.

   c) Once the above forms are completed by the offender, facility staff must print off offenders face sheet, along with alias names, and send with consent form and application.

   d) When all forms have been sent to Social Security, facility staff enters this information into COMS under the offender identification tab.

   e) Information regarding the application process or denial of duplicate social security card applications is documented in COMS under the offender identification tab.

   f) Offenders who are not US citizens or who have INS detainers are not eligible to apply for Social Security cards.

INTERNAL CONTROLS:

A. All offender identification documents are stored in the offender base file.

B. The Request for DVS Records Lookup forms are retained in the offender base file.

REVIEW: Annually

REFERENCES: Policy 205.140, "Adult Offender Reentry Services and Programming"
Policy 203.010, "Case Management Process"
Policy 106.220, "Case Records"
Policy 300.100, "Offender Accounts"

SUPERSESSION: Policy 205.141, "Offender Personal Identification Documents," 6/5/12.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Request for DVS Records Lookup (205.141A)
Identification (ID) Policy COMS Documentation (205.141B)

/s/
Deputy Commissioner, Community Services

Deputy Commissioner, Facility Services