



**DEPARTMENT OF CORRECTIONS
Programs**



Title:	Identification Documents for Inmates	DOC Policy: 90.3.1
Effective:	10/26/15	Supersedes: N/A
Applicability:	All employees	
Directives Cross-Reference:	Rule: Correctional Case Management - DMV/DOC Program for an Inmate Obtaining a Driver License or Identification Card Prior to Release – (OAR 207-0100) Transfers/Responsibilities Between OYA and DOC – Div 052 DMV/DOC Program for an Inmate Obtaining a Driver License or Identification Card Prior to Release (OAR 735-001-0062)	
Attachments:	None	

I. PURPOSE

This policy establishes guidelines for obtaining a certified birth certificate and/or a replacement social security card for inmates' use upon release from custody. The Department of Corrections recognizes having these documents reduces obstacles for releasing inmates to secure housing, employment, medical, and other benefits.

II. DEFINITIONS

- A. Identification Documents: Items received to verify an inmate's identity, such as birth certificates and social security cards.
- B. Inmate: Any person under the supervision of DOC who is not on parole, probation, or post-prison supervision status.
- C. Intake Status: That period of time following delivery of an inmate to the custody of DOC in which the department conducts its intake processing of the inmate including, but not limited to, the conduct of medical and mental health assessments, custody classification, and identification of programming needs and assignments.
- D. Offender Management and Rehabilitation (OMR) Division: The DOC division responsible for carrying out the DOC's mission to reduce the risk of future criminal conduct in those offenders incarcerated in prison as it pertains to the areas of intake processing; population management; sentence computation and inmate records; inmate and community services; religious services; restorative justice; chemical addiction treatment programs; cognitive programs; education and vocational training; volunteer services; and re-entry and release.
- E. Re-entry: The activities and programming conducted to prepare inmates to return safely to the community to live as law-abiding citizens. Re-entry includes the release process, the flow of inmates back into communities and how they are supervised after release, the effects on public safety, how DOC manages releases, and what communities can do to assimilate and reintegrate returning offenders.

III. POLICY

A. General

1. It is the policy of DOC to make every effort to provide inmates who were born in the United States, or born as a U.S. citizen outside of the United States, with a certified birth certificate and/or replacement social security card and other identification documents to assist with their re-entry into the community upon release.
2. DOC cannot obtain birth certificates for inmates born outside of the United States unless DOC can obtain a Consular Report of Birth Abroad.
3. DOC cannot obtain social security cards for non-U.S. citizens or for inmates for whom DOC cannot verify a social security number. Requests for replacement social security cards will be based on the SSN as verified by DOC's business office and the Social Security Administration.
4. DOC's ability to obtain replacement social security cards for inmates is contingent on DOC maintaining an intergovernmental agreement with the Social Security Administration for this purpose.
5. The DOC will request the replacement documents on behalf of qualifying DOC inmates, including DOC inmates housed at an Oregon Youth Authority facility, and cover the issuing agency fees.

B. Process

1. DOC will educate inmates who have completed intake status about the importance of identification documents through institution orientation and release classes.
2. DOC will provide birth certificate request forms and replacement social security card applications to inmates upon their request, including those housed at OYA.
3. OMR staff will be responsible for ensuring that inmates complete the necessary request and/or application forms to obtain replacement identification documents. OMR staff may not be able to process applications with incomplete information from the inmate.
4. OMR staff will prioritize the processing of applications for inmates with the soonest release dates and inmates aged 64 years and older.
5. Replacement social security cards will be requested no more than 180 days prior to an inmate's projected release from custody.
6. DOC shall assist eligible inmates with obtaining Oregon Driver and Motor Vehicles (DMV) state identification cards or driver licenses pursuant to the interagency agreement between DOC and the DMV, as well as the DOC and DMV joint rules on DMV/DOC Program for an Inmate Obtaining a Driver License or Identification Card Prior to Release (OAR 291-207-0100 and OAR 735-001-0062).
7. Identification documents received by DOC will be tracked by OMR staff in the inmate's electronic record and placed in the inmate's official file.

8. OMR staff will track and file into the inmate's official file other identification documents received with the inmate upon their admission to DOC or during the inmate's incarceration, such as passports, veteran's identification cards, Medicaid cards, and military identification cards.
9. Identification documents will be given to the inmate only upon release from custody. To maintain safety and security, inmates are not allowed to have identification documents in their possession prior to release.
10. DOC will provide an inmate's identification documents, along with other release documents, to the detainer agency for those inmates releasing from DOC custody to a detainer.
11. Identification documents received by DOC after an inmate releases from custody shall be processed by OMR staff as follows:
 - a. Inmates Released on Supervision to an Oregon County
Identification documents will be forwarded to the supervising Community Corrections office to be given to the released inmate.
 - b. Inmates Released on Compact to Another State for Supervision
Identification documents received after inmates have released on compact to another state will be forwarded to the supervising Oregon Community Corrections office.
 - c. Inmates Released to the Community Without any Form of Supervision
Identification documents for inmates who release without any form of supervision will be maintained by DOC. Inmates will need to contact the DOC to obtain their documents in person to avoid any potential identity theft issues that could result from mailing documents to the last provided address.
12. The OMR division shall approve and coordinate the development and revision of all non-Social Security Administration forms related to identification documents for inmates referenced in this policy. All non-Social Security Administration forms shall maintain an assigned CD number.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
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