



**DEPARTMENT OF CORRECTIONS  
Programs**



<b>Title:</b>	<b>Identification Documents for Adults in Custody</b>	<b>DOC Policy: 90.3.1</b>
<b>Effective:</b>	<b>12/04/19</b>	<b>Supersedes: 10/26/15</b>
<b>Applicability:</b>	<b>All employees</b>	
<b>Directives Cross-Reference:</b>	<b>Rules: OAR 735-001-0062 DMV/DOC Program for an Inmate Obtaining a Driver License or Identification Card Prior to Release</b> <b>OAR 291-052 Transfers/Responsibilities Between Oregon Youth Authority and Department of Corrections</b> <b>OAR 291-207 Correctional Case Management</b>	
<b>Attachments:</b>	<b>None</b>	

**I. PURPOSE**

This policy establishes guidelines for obtaining a certified birth certificate and/or a replacement social security card for use by adults in custody upon their release from the Department of Corrections (DOC) custody. The Department of Corrections recognizes that having these documents reduces obstacles upon release for adults in custody to secure housing, employment, medical, and other benefits.

**II. DEFINITIONS**

- A. Adult in custody: Any person under the supervision of DOC who is not on parole, probation, or post-prison supervision status.
- B. Correctional Services (CS) 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 records; programs and social support services; religious services; restorative justice; cognitive programs; education and vocational training; volunteer services; and re-entry and release.
- C. Identification Documents: Items received to verify an adult in custody's identity, such as birth certificates and social security cards.
- D. Intake Status: The period of time following the delivery of an adult in custody to DOC in which the department conducts its intake processing including, but not limited to, conducting medical and mental health assessments, determining custody classification, and identifying programming needs and assignments.
- E. Reentry: The activities and programming conducted to prepare adults in custody to return safely to the community to live as law-abiding citizens. Reentry includes the release process, the flow of offenders 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 adults in custody who were born in the United States or born as a U.S. citizen outside of the United States, with a certified birth certificate, a 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 adults in custody 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 adults in custody for whom DOC cannot verify a social security number (SSN). Requests for replacement social security cards will be based on the SSN as verified by the Social Security Administration.
4. DOC's ability to obtain replacement social security cards for adults in custody is contingent on DOC maintaining an intergovernmental agreement with the Social Security Administration for this purpose.
5. DOC will request the replacement documents on behalf of qualifying DOC adults in custody, including those housed at an Oregon Youth Authority facility, and cover the issuing agency fees.

#### **B. Process**

1. DOC will educate adults in custody 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 adults in custody upon their request, including those housed at OYA, and through an automated process for those nearing release who are eligible but do not yet have these documents.
3. CS staff will be responsible for ensuring that adults in custody complete the necessary request and/or application forms to obtain replacement identification documents. CS staff may not be able to process applications with incomplete information from the adult in custody.
4. CS staff will prioritize the processing of applications for adults in custody with the soonest release dates and those aged 64 years and older.
5. Replacement social security cards will be requested no more than 180 days prior to an adult in custody's projected release from custody, or in circumstances where the card is needed to complete a licensing process.
6. DOC shall assist eligible adults in custody 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 CS staff in the adult in custody's electronic record and placed in the adult in custody's official file.
8. CS staff will file into the adult in custody's official file other identification documents received with the adult in custody upon their admission to DOC or during the adult in custody's incarceration, such as passports, veteran's identification cards, Medicaid cards, and military identification cards.
9. Identification documents will be given to the adult in custody only upon release from custody. To maintain safety and security, adults in custody are not allowed to have identification documents in their possession prior to release.
10. DOC will provide an adult in custody's identification documents, along with other release documents, to the detainer agency for those adults in custody releasing from DOC custody to a detainer.
11. Identification documents received by DOC after an adult in custody releases from DOC custody shall be processed by CS staff as follows:
  - a. Adults in Custody Released on Supervision to an Oregon County  
Identification documents will be forwarded to the supervising Community Corrections office to be given to the released adult in custody.
  - b. Adults in Custody Released on Compact to Another State for Supervision  
Identification documents received after adults in custody have released on compact to another state will be forwarded to the supervising Oregon Community Corrections office.
  - c. Adults in Custody Released to the Community Without any Form of Supervision  
Identification documents for adults in custody who release without any form of supervision will be maintained by DOC. Adults in custody 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 CS division shall approve and coordinate the development and revision of all non-Social Security Administration forms related to identification documents for adults in custody 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 \_\_\_\_\_  
Michelle Mooney, Rules Coordinator

Approved: signature on file \_\_\_\_\_  
Heidi Steward, Deputy Director