

### Instructions for Obtaining Proper Identification

There are two points of submission to obtain inmate identification cards. One is through the central online portal and the other is through facility based workstations operated by DOC staff at select facilities across the state.

**I. Non-compliant Real Identification Cards (Oklahoma ID) are required for inmates discharging to an Oklahoma residence.**

- a. Inmates who are not going to reside in Oklahoma following release from prison will not receive an Oklahoma ID card.
- b. If the inmate states they are not residing in Oklahoma following discharge, and their discharge address is out of state, case management will document the inmate will not reside in Oklahoma following release.

**II. Oklahoma ID Card Eligibility Criteria**

- a. Inmates releasing to an address in Oklahoma will normally have an Oklahoma ID card upon release. In order to produce the ID card, the following information/criteria must be obtained/met prior to discharge in order for the ID card to be produced:
  - 1. Inmate must have a certified copy of their birth certificate
  - 2. Inmate must have their social security card or know their social security number.
  - 3. Inmate must have a release address in the state of Oklahoma.
  - 4. Inmate must be within 365 actual days of discharge per the chart below

Earned Credit	# Days Remaining	X Prorated Earned Credits	= # days Projected release
ENHANCED LEVEL 4	1075	.34	365
ENHANCED LEVEL 3	913	.40	365
LEVEL 4	890	.41	365
LEVEL 3	760	.48	365
LEVEL 2	630	.58	365

LEVEL 1	365	0	365
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**III. Oklahoma ID Card Ineligibility Criteria**

- a. Inmates meeting one or more of the following criteria are ineligible to have an Oklahoma ID card developed by DOC staff prior to discharge:
  - 1. Inmates who have a discharge address that is out-of-state, or who say they will not be residing in the state of Oklahoma upon release from prison.
  - 2. Inmates who are currently convicted or have been previously convicted of a sex crime.
  - 3. Inmates who have an active detainer(s)

**IV. Central Portal to Request Oklahoma ID Cards**

- a. Inmates must meet all eligibility criteria listed above AND must have had a valid Oklahoma driver's license or Oklahoma state identification card created AFTER 2007 for a Oklahoma ID identification card to be created through the central portal. Current status of the inmates' Driver's License (expired, revoked, suspended, etc.) does not matter for this process.
- b. Designated facility staff will go to the following link to submit eligible inmates for IDs: OK State ID Online [Portal](#)
- c. This link can be found on the Inside the Wire Employee - Work Resources - Sarah Stitt Act page or each facilities SharePoint homepage. The following attachments are required to be uploaded for this process:
  - 1. Attach a scan of the certified birth certificate (copies will not be accepted) and the front page of the inmate's CRC.
  - 2. Attach a current color photo of the inmate. The color photo must be its own attachment. The photo must have been taken within the last 6 months.

**V. Oklahoma ID Facility-Based Workstations**

- a. Department of Public Safety ID Workstations have been installed at several facilities across the state. Trained DOC staff have been designated to operate the workstations. Inmates who have never had an Oklahoma Identification card or driver's license or have not had an Oklahoma Identification card or driver's license since 2007 and meet the eligibility criteria listed above will be prioritized for this process.

- b. Designated facility staff will go to the link to submit eligible inmates for IDs: [Workstation ID](#). The request form can also be found on the Inside the Wire Employee - Work Resources - Sarah Stitt Act page or each facilities SharePoint homepage. The form should be filled out by the designated facility staff. No attachments will be added to this request form.
- c. This form will generate a list which will be distributed to DOC staff trained to operate the workstation.
- d. DOC staff will contact the facility's CCMIV to arrange for identified inmates to be available for the Workstation designated date/schedule. DOC staff will also make arrangements with the workstation hub to access to the workstation date/schedule.
- e. The facility Case Manager IV will ensure a copy of the front page of the CRC card and the certified birth certificate for each inmate is available on the prescheduled date.
- f. Once all necessary documents and information are loaded into the workstation, a temporary Oklahoma Identification will be printed and returned to the facility Case Manager IV. The case manager IV will ensure transfer of documentation to the facility record's officer for placement in the inmate's legal file.
- g. All Oklahoma [ID identification cards](#) will be mailed to Program Services at 3300 Martin Luther King Ave, OKC. Program Services will reconcile each ID received and mail them out to the inmate's facility records officer.
- h. Upon facility receipt of the IDs, documentation in OMS will be made in a case note by case management and under the Alias and Other Information screen indicating the ID has been received. Oklahoma IDs will be stored in the legal file until inmate discharges.
- i. If the ID is received at a facility and the inmate has discharged, the facility is responsible for forwarding the ID to the inmate's discharge address on record. **Under no circumstances should the ID be returned to DPS.**