

Instructions for Obtaining Proper Identification

There are two methods to obtain Oklahoma Identification (ID) cards. Both require online request submissions. The Online Portal process will require information to be uploaded into the online referral form and a designated Program reentry staff will order the inmate's identification online. The other method is the Workstation located at select facilities. After the Workstation online referral is submitted, the designated Program reentry staff will compile a list and assign a Workstation Operator to process these identifications.

I. 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 will be obtained/met prior to discharge in order for the ID card to be produced:
1. Inmate will have a certified copy of their birth certificate.
 2. Inmate will have their social security card or know their social security number.
 3. Inmate will have a release address in the state of Oklahoma.
 4. Inmate will be within 365 actual days (1 year) of discharge.

II. Oklahoma ID Card Ineligibility Criteria

- A. Inmates meeting one or more of the following criteria are **ineligible** to have an Oklahoma ID card processed by ODOC staff:
1. When the inmate is releasing without a discharging address (homeless) OR reports an address out of Oklahoma (another state or country).
 2. Inmates who are currently convicted or have been previously convicted of a sex crime.
 3. Inmates who have an active detainer(s).

When one or more of the above criteria are met, the case management team will document in a case note and the Offender Identification>Other Offender ID Document Status screen, with proper Status and ID Document Status Comment.

III. Process for Ordering State Identification

A. Online Portal

1. Inmates will 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 an Oklahoma ID identification card to be created through the online portal. Current status of the inmates' driver's license (expired, revoked, suspended, etc.) does not matter for this process.
2. Designated facility staff will submit a request for Oklahoma ID for eligible inmates on the [OK State ID Online Portal](#).
3. This link can be found on the Inside the Wire Employee- – under the Sarah Stitt Act heading or each facilities SharePoint homepage. The following attachments are required to be uploaded for this process:
 - a. Attach a **scan** of the **certified** birth certificate (copies will not be accepted).
 - b. Attach a current color photo of the inmate. The color photo will be its own attachment. The photo will have been taken within the last 6 months.

B. **Workstations**

1. Workstations have been installed at select facilities across the state. Trained Programs reentry 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.
2. Designated facility staff, normally Case Manager IV or designee, will go to [Workstation ID](#) link to submitted an online request. A scan of the certified birth certificate will be uploaded to this link.
3. This form will generate a list which will be assign to a designated Program reentry staff to process the assigned requests.
4. Program reentry staff will contact the facility's Case Manager IV or designated facility staff to arrange for identified inmates to be available for the Workstation designated date/schedule. Program reentry staff will also consult with the Workstation hub Case Manager IV to access to the Workstation on designated date/schedule.

5. The facility Case Manager IV will ensure the certified birth certificate for each inmate is available on the scheduled date. Birth certificate must be presented to process identification.
 6. 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. Facility case management team should document in ICON>Offender Identification>Other Offender ID Document Status screen, with proper Status and ID Document Status Comment receipt of the temporary ID (as an Oklahoma identification).
- C. All Oklahoma ID identification cards will be mailed to Program Services at PO Box 11400, OKC, OK 73136. Program Services will reconcile each ID received and mail out to the facility records officer.
- D. Upon facility receipt of the IDs, documentation in ICON will be made in a case note by case management (or designated facility staff) and scan into Scan Documents screen. Oklahoma IDs will be stored in the legal file until inmate discharges.

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 will the ID be returned to Service Oklahoma.** If the ID returns to the facility after mailing to the discharge address, the facility will mail to Program Services.

If the ID is received at the facility and the inmate has moved facilities, the facility is responsible for forwarding the State ID to the inmate's current facility.