



# Homeless Youth ID Program

Driver License – Other Transactions

2-21-2025



## Revision History

<b>Effective Date of SOP:</b> 2/21/2025	<b>SOP Number:</b> SOP C.01
<b>Functional Area Name:</b> Driver License	<b>Division Name:</b> Other Transactions
<b>Last Review Date:</b> 2/6/2025	<b>Last Reviewer:</b> Jaclyn McDuffey, Chief Product & Experience Officer
<b>Next Review Date:</b> 2/6/2026	<b>Next Reviewer:</b> Regional Managers
<b>Executive Approval Date:</b> 2/21/2025	<b>Approved By:</b> Jaclyn McDuffey, Chief Product & Experience Officer

## Overview

The Homeless Youth ID Program allows qualifying unaccompanied children and youth up to the age of 21 receiving services through homeless support programs to receive a REAL ID Noncompliant State Identification Card at no cost to them without a parent's signature.

## Purpose

This standard operating procedure (SOP) describes how to verify the eligibility of homeless youth under the program, and how to waive the cost of the issued credential.

## Policy Statement

These procedures apply to all homeless youth with a valid, completed Written Verification of Housing Status form.

## Compliance

[HB 3231 \(2024\)](#) – Improving Employment and Education Outcomes for Homeless Youth Act  
[O.S. 10 § 601.6d \(OSCN 2025\)](#) – Verification of Homeless Youth Status

## Systems

D360 – System of record used for issuing credentials.  
Payport – Platform for charging the customer during credential issuance.

## Roles

*List the roles and functions of anyone involved in the operations described within this document.*

Role	Responsibilities
Driver License Examiner	Processes the transaction.

## Procedures

### Eligibility

For a customer to be eligible under the Homeless Youth ID program, they must have their homeless status verified via a completed notarized eligibility letter, titled **“Written Verification of Housing Status.”** This document must be filled out and printed on official letterhead by one of the following sources:

- A homeless shelter director or designee
- A transitional living program director or designee
- A public school McKinney-Vento homeless liaison
- A continuum of care lead agency or designee

[The template for the “Written Verification of Housing Status” can be found here.](#) A visual example of the document can be found in **Appendix C**.

**NOTE:** Since the notarized eligibility letter counts as proof of Oklahoma residency, the customer **does not** need to provide a proof of residency.

### Processing

#### Steps

**1. (FOR CUSTOMERS UNDER 18 ONLY)**

On the “Photo” tab, select “No” as the answer for “Is Parental Consent required?”

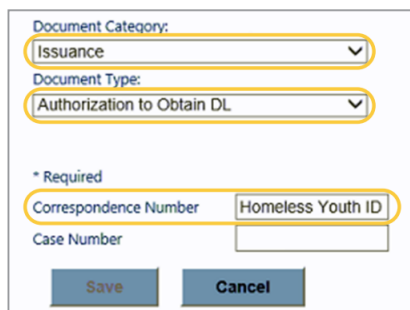


Is Parental Consent required for Web Enrollment?

Yes

No

- 2.** On the “Scan” tab, scan the document under “Issuance” for the Document Category, and “Authorization to Obtain DL” under Document Type. Enter “Homeless Youth ID” for the Correspondence Number.



Document Category:

Issuance

Document Type:

Authorization to Obtain DL

\* Required

Correspondence Number: Homeless Youth ID

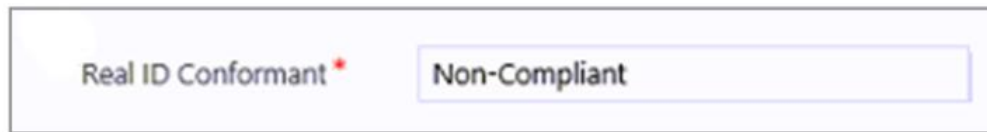
Case Number:

Save Cancel

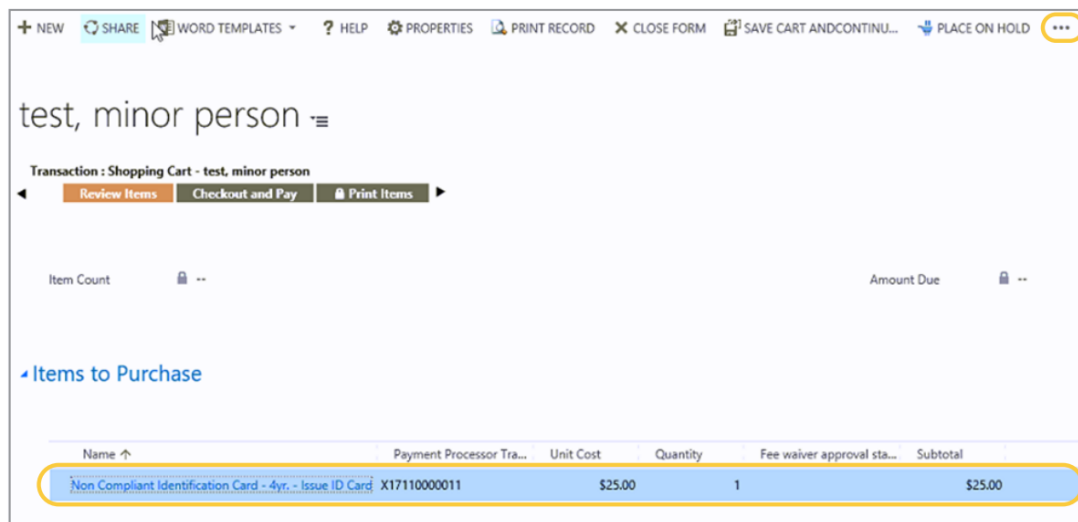
**NOTE:** If the eligibility letter is not scanned correctly, the following deficiency will appear:

Parental Consent	Must send approval request.	System needs Parental Consent Form, emancipation,...	Capture Parental Consent Form,emancipation, or marr...
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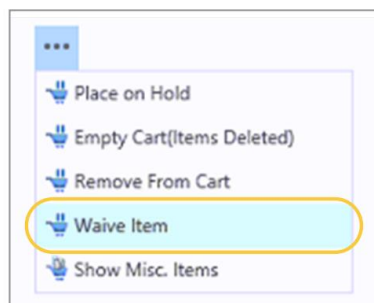
- On the “Application” tab, make sure that the credential is “Non-Compliant”.



- In the shopping cart, the \$25.00 fee will appear for the ID card, which must be waived. To waive the fee, select the item by clicking on it, then click the three dots near the top right.



- Select “Waive Item”.



This will waive the fee, and the cart will now show the price of the credential as \$0.



NEW SHARE WORD TEMPLATES CANCEL HELP PROPERTIES PRINT RECORD CLOSE FORM SAVE CART AND CONTINUE

test, minor person

Transaction: Shopping Cart - test, minor person

Review Items Checkout and Pay Print Items

Item Count Amount Due

Items to Purchase

Name	Payment Processor Tra...	Unit Cost	Quantity	Fee waiver approval sta...	Subtotal
Non Compliant Identification Card - 4yr. - Issue ID Card	X17110000011	\$0.00	1	Approved	\$0.00

6. Process the rest of the transaction as per usual.

## References

### Summary of Links

1. [HB 3231 \(2024\)](#)
2. [O.S. 10 § 601.6d](#)
3. [Notarized Eligibility Form \(Written Verification of Housing Status\)](#)
4. [HB3231 - Homeless Youth Step By Step V3](#)

## Appendix

### Appendix A: HB 3231 (2024) – Improving Employment and Education Outcomes for Homeless Youth Act

“Provided, that persons under eighteen (18) years of age who are homeless children and youth, as defined in Section 600 of Title 10 of the Oklahoma Statutes and verified as such through the process established in Section 2 of this act, shall be allowed to apply for a REAL ID Noncompliant Identification Card, which shall be valid for a period of four (4) years from the month of issuance, without the signature of their parent or legal guardian.”

“however, no person sixty-five (65) years of age or older, or one hundred percent (100%) disabled veteran described in subsection P of Section 6-101 of this title, or persons who are homeless children and youth as defined in Section 600 of Title 10 of the Oklahoma Statutes and verified through the process established in Section 2 of this act shall be charged a fee for an identification card.”

### Appendix B: O.S. 10 § 601.6d – Verification of Homeless Youth Status

A. Persons who are believed to be homeless children and youth as defined in Section 600 of Title 10 of the Oklahoma Statutes may be verified as being homeless by:

1. The director, or designee, of a homeless shelter;
2. The director, or designee, of a transitional living program;
3. The McKinney-Vento homeless liaison of a public school; or
4. A continuum of care lead agency or its designee.

B. Verification that a child or youth is homeless shall consist, at a minimum, of the following steps:

1. The child or youth shall be known to the person verifying his or her housing status; and
2. If verifying the status of a child or youth under eighteen(18) years of age, the person verifying shall:
  - a. check the National Missing and Unidentified Persons System (NamUs) referenced in Section 151.3 of Title 74 of the Oklahoma Statutes for the name of the child or youth,
  - b. send a letter by return receipt mail to the last-known address of the parent or legal guardian of the child or youth informing the parent or legal guardian that the person verifying is assisting the child or youth in obtaining a REAL ID Noncompliant Identification Card, which shall be valid for a period of four (4) years from the month of issuance, and
  - c. if no response from the parent or legal guardian objecting to the child or youth obtaining a REAL ID Noncompliant Identification Card is received within fifteen (15)



business days, the person may prepare written verification stating that the child or youth is homeless.

The written verification shall be printed on the letterhead of the entity authorized to verify the housing status of the child or youth and shall be dated, signed by the person verifying, and notarized.

## Appendix C: "Written Verification of Housing Status" Form

### Written Verification of Housing Status

Name of Child or Youth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Mailing Address of Child or Youth:  
(if none, please list name, mailing address and telephone number of current contact)

(Name)	(Address)	(City)	(State)	(Zip Code)	(Telephone)
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Pursuant to 10 O.S. §601.6d, I \_\_\_\_\_ (name of verifying individual), am authorized to verify that the child or youth identified above is homeless based upon the circumstances provided herein (please check one):

- ☐ I am the director, or designee, of a homeless shelter;
- ☐ I am the director, or designee, of a transitional living program;
- ☐ I am the McKinney-Vento homeless liaison of a public school; or
- ☐ I am a continuum of care lead agency or its designee.

In order to verify that the above-named child or youth is homeless, I completed the following steps (please check all that apply):

- ☐ The above-named child or youth is known personally to me.
- ☐ The above-named child or youth meets the definition of "homeless children or youth", per by 10 O.S. §600(4).
- ☐ The above-named child or youth is under the age of eighteen (18), and
  - I have checked the National Missing and Unidentified Persons System (NamUs), referenced in 74 O.S. §151.3, for the name of the child or youth,
  - I have sent a letter by return receipt mail to the last-known address of the parent or legal guardian of the child or youth informing the parent or legal guardian that I am assisting the child or youth in obtaining a REAL ID Noncompliant Identification Card, which shall be valid for a period of four (4) years from the month of issuance, and
  - I have received no response from the parent or legal guardian objecting to the child or youth obtaining a REAL ID Noncompliant Identification Card within fifteen (15) business days of the same.
- ☐ The above-named child or youth is above the age of eighteen (18).

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_ Agency/School District: \_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

Subscribed and sworn to before the undersigned on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_