



# Department of Corrections Credentials

Driver License – Other Transactions

2-21-2025



## Revision History

<b>Effective Date of SOP:</b> 2/21/2025	<b>SOP Number:</b> SOP C.05
<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

These Standard Operating Procedures (SOP) covers how to issue free State IDs for customers that have recently been released by the Oklahoma Department of Corrections (DOC), according to the program established by the Sarah Stitt Act (HB 1679, 2021).

## Purpose

Offenders being released from incarceration can receive a State ID within 30 days of their release at a Service Oklahoma (SOK) storefront. This SOP outlines how to process Identification Payment Certificates and issue these credentials. This SOP does not describe the online processing component of DOC credentials.

## Policy Statement

These described procedures apply to eligible customers that have been released by the Oklahoma Department of Corrections within the past 30 days, that possess a valid Identification Payment Certificate.

## Compliance

***See Appendix for full excerpts from legislation.***

[HB 1679 \(2021\), Sarah Stitt Act](#) – Directs the Department of Corrections to assist inmates with obtaining state-issued ID.

## Systems

Smartsheet – Hosts the “DOC/SOK ID Certificates Pilot Sheet” used for these transactions.

D360 – System of record used to issue credentials.

## 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

Service Oklahoma is coordinating information with the Oklahoma Department of Corrections (DOC) through the “DOC/SOK ID Certificates Pilot Sheet” which contains everything both agencies need. The sheet is hosted on Smartsheet, and can be [found here](#).

**NOTE:** The online processing team also receives lists of credentials to be issued from Department of Corrections. This is a separate process altogether—for further information, please contact the online processing team.

### Step 1: Required Documents

When the customer arrives at an SOK location, they should have an **Identification Payment Certificate** (see [Appendix A](#)), a copy of their Consolidated Record Card (CRC, see [Appendix C](#)), a birth certificate, and Proof of Residence if they are requesting an original ID issuance (not a renewal or replacement).

**NOTE:** Examiners need to make sure that the customer’s CRC card has the correct embossed seal.

### Step 2: Smartsheet Verification

The examiner will now open the “[DOC/SOK ID Certificates Pilot Sheet](#)” and search for the individual using the DOC # and Release Date provided on their ID payment certificate.

All the information on the certificate should match the customer’s entry on the Smartsheet, including the copy of the certificate attached. The Examiner can view the certificate on the sheet by clicking on the paperclip icon next to the row with the individual’s name.

A screenshot of a Smartsheet table. The table has six columns: Status, Last Name, First Name, DOC #, and Release Date. The first row of data shows a person with the last name "Smith", first name "John", DOC # "123456", and Release Date "01/24/24". A blue arrow points to a paperclip icon in the first column of the first row, indicating where to click to view the attached certificate.

Status	Last Name	First Name	DOC #	Release Date
	Smith	John	123456	01/24/24

### Step 3: Issue Credential

Once the customer’s information has been verified as correct on the Smartsheet, the transaction will then be processed as usual for a State ID.

SOK will not take payment during this transaction. The Examiner should process the ID as a cash transaction and add the scanned document to the Smartsheet for billing purposes. An invoice will be sent at the end of the month to the DOC for any IDs issued under this certificate project.



## Step 4: Complete Payment Certificate

As the credential is issued, the Examiner should add the following information to the customer's ID payment certificate:

- Certificate # (as indicated on the Smartsheet)
- Examiner signature
- Recipient's signature
- Date of issuance

After the certificate is filled out, it will need to be scanned and added to the Smartsheet. For an example of a completed payment certificate, see [Appendix B](#).

## Step 5: Update Smartsheet

	Status	Last Name	First Name	DOC #	Release Date
   					
 		Smith	John	123456	01/24/24

After the credential has been issued, the customer's entry in Smartsheet will need to be updated with the following information:

### Was the ID successfully issued?

- If "Yes", enter:
  - Date of issuance
  - ID type (only one option available currently)
  - Your location
  - Your name
- If "No", enter:
  - The reason the ID was not issued
  - Your location
  - Your name

If the credential was successfully issued, the completed certificate will also need to be added to their Smartsheet entry. Once the Examiner scans and emails the document to themselves, they should be able to drag it from email and drop it onto the row for the individual.

## Questions


If you have any issues or questions about the sheet or about processing the certificate, please contact the Chief Development and Support Officer.

## References

1. [HB 1679 \(2021\), Sarah Stitt Act](#)

## Appendix

### Appendix A: (Incomplete) DoC Identification Payment Certificate



## OKLAHOMA DEPARTMENT OF CORRECTIONS

### Identification Payment Certificate

IS HEREBY GRANTED TO

Release Date: \_\_\_\_\_

**THIS CERTIFICATE WILL EXPIRE 30 DAYS AFTER RELEASE DATE**

DOC #: \_\_\_\_\_

Per ODOC Policy OP-060901, please take this certificate to one of the locations listed below. This certificate is only valid at those locations and to receive a State ID card (non-compliant REAL ID.)

**No ID will be issued without this certificate.**

\_\_\_\_\_ Date

**Instructions for Recipient:**  
Please take this certificate to one of the locations listed below. You have 30 days from your release date to obtain your State ID or Driver License.

**Oklahoma City Licensing and Exam**  
6015 N Classen Blvd, Building 4  
Oklahoma City, OK 73118

**Tulsa (West) Licensing and Exam**  
3190 West 21st Street South  
Tulsa, OK 74107

SERVICE  
KLAHOMA

**To be completed at Service Oklahoma:**

Certificate #: \_\_\_\_\_

SOK Employee Signature: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_

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

Appendix B: (Completed) DoC Identification Payment Certificate



**OKLAHOMA DEPARTMENT  
OF CORRECTIONS**

Generic Facility Name

— **Identification Payment Certificate** —

IS HEREBY GRANTED TO

*John Smith*

Release Date: 03/11/24

**THIS CERTIFICATE WILL EXPIRE 30 DAYS AFTER RELEASE DATE**

DOC #: 1234567890

Per ODOC Policy OP-060901, please take this certificate to one of the locations listed below. This certificate is only valid at those locations and to receive a State ID card (non-compliant REAL ID.)

**No ID will be issued without this certificate.**

 \_\_\_\_\_ 03/11/24  
Jane Doe Correctional Case Manager IV Date

**Instructions for Recipient:**

Please take this certificate to one of the locations listed below. You have 30 days from your release date to obtain your State ID or Driver License.

**Oklahoma City Licensing and Exam**

6015 N Classen Blvd, Building 4  
Oklahoma City, OK 73118

**Tulsa (West) Licensing and Exam**

3190 West 21st Street South  
Tulsa, OK 74107

**To be completed at Service Oklahoma:**

Certificate #: AT654SA

SOK Employee Signature: \_\_\_\_\_

Recipient Signature:  \_\_\_\_\_

Date: 2/14/24





## Appendix C: Consolidated Record Card (DOC 060211H)

Attachment H  
OP-060211

### Agreement on Detainers: Form VII

**IMPORTANT:** This form should only be used when an offer of temporary custody has been received as the result of an inmate's request for disposition of a detainer. If the offer has been received because another prosecutor in your state has initiated the request, use Form 8. Copies of Form 7 should be sent to the warden, the inmate, the other jurisdictions in your state listed in the offer of temporary custody, and the agreement administrator of the state which has the inmate incarcerated. Copies should be retained by the person filing the acceptance and the judge who signs it.

#### PROSECUTOR'S ACCEPTANCE OF TEMPORARY CUSTODY OFFERED IN CONNECTION WITH AN INMATE'S REQUEST FOR DISPOSITION OF A DETAINER

TO: \_\_\_\_\_  
(Warden—Facility head—Director) (Institution)

\_\_\_\_\_  
(Address)

In response to your letter of \_\_\_\_\_ and offer of temporary custody regarding  
(Date)

\_\_\_\_\_ who is presently under indictment, information, complaint in the  
(Name of Inmate)

\_\_\_\_\_ of which I am \_\_\_\_\_  
(Jurisdiction) (Title of Prosecuting Officer)

Please be advised that I accept temporary custody and that I propose to bring this person to trial on the indictment, information, or complaint named in the offer within the time specified in Article III (a) of the Agreement on Detainers.

COMMENTS: (If your jurisdiction is the only one named in the offer of temporary custody, use the space below to indicate when you would like to send your agents to conduct the inmate to your jurisdiction. If the offer of temporary custody has been sent to other jurisdictions in your state, use the space below to make inquiry as to the order in which you will receive custody, or to indicate any arrangements you have already made with other jurisdictions in your state in this regard.)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

I hereby certify that the person whose signature appears above is an appropriate officer within the meaning of Article IV (a) and that the facts recited in this request for temporary custody are correct, and that having duly recorded said request I hereby transmit it for action in accordance with its terms and the provisions of the agreement on detainers.

DATED: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Judge)

\_\_\_\_\_  
(Court)

(R 03/22)