



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
PRISON/REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
4/2/25

PAGE NUMBER
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NUMBER
DOC 380.550

TITLE

**WASHINGTON STATE AND FEDERAL
IDENTIFICATION/VITAL RECORDS**

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Major changes to include updated title. Read carefully!


APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

3/12/25

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy

POLICY:

- I. The Department will assist individuals under its jurisdiction in obtaining state and federal identification/vital records to facilitate transition to the community.

DIRECTIVE:

- I. General Requirements
 - A. The Department will ensure all consenting incarcerated individuals confined for 60 days or longer possess a state-issued identicard or driver's license prior to release.
 - B. Individuals must provide a Washington State mailing/residential address to receive an identicard, and must provide a residential address to receive a driver's license.
 - C. Vital records received/maintained by the Department will be provided to the individual upon arrival at a Reentry Center, placement on electronic home monitoring, or release to the community.
 1. State and federal identification/vital records received in Prisons will be stored in a secure area (i.e., locked drawer, cabinet, or safe) accessible only by authorized employees before being scanned into the electronic file and placed in the central file.
 - a. Social security cards will be returned to the Social Security Administration for disposition if they cannot be associated with the appropriate individual within 30 days or the individual is unavailable to receive the card (e.g., released).
 - D. Individuals will sign DOC 02-335 Acknowledgment of Receipt of State/Federal Identification/Vital Records upon receipt of state and/or federal identification/vital records.
- II. Application for State Identicard/Driver's License
 - A. In Prisons:
 1. The case manager will initiate:

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a. Applications through the Washington State Department of Licensing application portal via dol.wa.gov for individuals who need state identification up to one year before:

- 1) The earliest transfer date to partial confinement,
- 2) The Earned Release Date (ERD), or
- 3) Any known court date for individuals impacted by sentence reform.

B. For individuals with a personal driver's license, which is not expired for more than 8 years and needs to be renewed and/or replaced, the case manager will submit the application via the Department of Licensing application portal.

C. Facility records employees will:

1. Photograph the individual using the background provided by the Department of Licensing and obtain the individual's signature.
2. Update the application with the current photograph and signature and submit via dol.wa.gov.
3. Document the application status in the individual's electronic file as a chronological event.
4. Scan state identification into the electronic file when received.

D. Requests for additional information from the Department of Licensing must be responded to within 30 days.


E. For sexually violent predators released to a court ordered Less Restrictive Alternative, the case manager will notify the Washington State Department of Social and Health Services to initiate the application.

III. Social Security Card Application for Individuals in Prison

A. Individuals who have never had a social security card may apply for an original card with the Social Security Administration (SSA) upon release.

B. Individuals who have a legal name change while in Prison must make an application to SSA in person after release.

C. For consenting individuals who are United States citizens, the case manager will request a replacement social security card within 180 days to the earliest transfer date to partial confinement, the release date, or any known court date for

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individuals impacted by sentence reform using [SS-5 Application for a Social Security Card](#) and [SSA-3288 Consent for Release of Information](#).

1. The individual's signature is required and should reflect the legal name, not the court/committed name.
 2. The DOC number should be included in the address.
- D. Applications and supporting documentation will be mailed to the SSA with a cover letter on Department letterhead.
1. The Superintendent/designee will provide the SSA with current Department letterhead and signatures of Department employees authorized to sign the cover letter.

IV. Birth Certificate

- A. Birth certificates will be provided at no cost to individuals who were born in Washington State and releasing to the community/partial confinement.
1. The case manager will initiate the application up to one year before the earliest transfer date to partial confinement/ERD and email it to doc-vitalrecords@doc1.wa.gov for a designated employee to complete the process with the Washington State Department of Health.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 02-335 Acknowledgment of Receipt of State/Federal Identification/Vital Records