

## **CITY OF IRWINDALE RESIDENT IDENTIFICATION CARD POLICY**

### **PURPOSE**

The purpose of the Resident Identification Card Policy (“Policy”) is to provide a method by which City staff can accurately identify eligible residents of the City of Irwindale (“City”) for purposes of providing a variety of benefits (i.e., prescription and vision programs, recreation, library and senior citizen programs, school busing, tutoring, etc.) which are only available to residents and/or are provided to residents at a reduced cost as compared to non-residents.

### **DEFINITION OF RESIDENT**

For purposes of obtaining a Resident Identification Card (“Card”), a resident of the City of Irwindale shall be defined as a living person who has resided within the City on a full-time basis for at least thirty days prior to his/her application for a Card and who maintains his/her principal place of residence in the City, as defined by Section 244 of the California Government Code. Temporary absence from the City for college or boarding school attendance, military service, vacation, hospitalization or incarceration (not to exceed six months) shall not preclude a person who would otherwise qualify from being considered an eligible resident for purposes of this program.

### **APPLICATION PROCESS – NEW, RENEWAL AND LAPSED CARDS**

An applicant must establish proof of identity and Irwindale residency when applying for a Card. Applicants must appear in person at Irwindale City Hall, complete an application and certify the information under penalty of perjury, present documents establishing identity and residency, have photograph taken, and pay required fee. The following information/documents (showing at least either 60 days or 6 months of residency, depending on whether the application is for a renewal or new/lapsed residency card, as explained below) shall be required in order to prove identity and establish residency:

**RENEWAL: RENEWAL OF APPLICATIONS (CARDS THAT HAVE LAPSED FOR LESS THAN 6 MONTHS) SHALL REQUIRE PROOF OF RESIDENCY IN ACCORDANCE WITH THE INFORMATION/DOCUMENTATION BELOW.**

**NEW AND LAPSED CARDS: ALL NEW APPLICANTS ARE REQUIRED TO PROVIDE PROOF OF RESIDENCY IN ACCORDANCE WITH THE INFORMATION/DOCUMENTATION BELOW, WHICH SHOW RESIDENCY FOR SIX (6) MONTHS PRIOR TO APPLICATION DATE. A RENEWING APPLICANT IS CONSIDERED “NEW” IF HIS/HER CARD HAS LAPSED FOR 6 MONTHS OR MORE.** This requirement does not apply to children six months old or younger or foster children.

## ACCEPTABLE FORMS OF DOCUMENTATION:

### A. 18 years of age and over:

1. Primary Identification: One (1) of the following current documents (must display applicant's photograph, date of birth, and legal residential address within the City):
  - California Driver's License with Irwindale address (A DMV change of address card affixed to the back of driver's license or identification card is not acceptable)
  - California Identification Card with Irwindale address (same as above)
  - Consular ID Card

### Plus:

2. Secondary Identification: Two (2) forms of current documents reflecting legal Irwindale residential address (no P.O. Boxes permitted), **dated within last 60 days:** (SEE NOTE ON PAGE 1 IF YOU ARE A NEW APPLICANT OR HAVE ALLOWED YOUR CARD TO LAPSE FOR 6 MONTHS OR MORE)
  - Utility Bill (e.g. gas, electric, home phone (not cell), cable, satellite, water)
  - Financial Institution (bank, savings & loan, credit union, lender, retirement fund) Statement or Bill
  - State or Federal Income Tax or refund statement
  - Vehicle Registration (issue date within 60 days of Card application)
  - Vehicle Registration Renewal Notice (with a due date that has not lapsed)
  - Property Tax statement or mortgage payment receipt
  - Official Correspondence from Federal, State, County or City Government
  - Employment Pay Stub
  - Jury summons or court order issued by a state or federal court
  - Insurance Statement or Bill (homeowner's, renter's, health, life or automobile)
  - Official correspondence from community college, school of higher education or trade school including loan statement
  - Official medical record (e.g. Explanation of Benefits (EOB) from insurance provider, medical bill or statement)
  - Signed and notarized affidavit by property owner, under penalty of perjury, attesting that the person applying for a Card is residing at his/her property

**Or:**

3. Affidavit: If a resident is unable to provide the required documentation from the list above to prove residency, a signed and notarized affidavit will be accepted and may be combined with the Secondary Information, so long as two (2) forms of documentation are provided. Each affidavit provided must be from a different Irwindale Resident (different address) who possesses a current Card. For purposes of this Policy, the Irwindale Resident may not be a family member.

**Under 18 years of age:**

1. Children under the age of 18 years **must be accompanied by a parent or legal guardian who possesses a valid Card.** An application submitted on behalf of a minor must be completed by the minor's parent or legal guardian.
2. Primary Identification: A birth certificate (certified copy acceptable) is required. An original letter from the medical facility affirming the details of the birth of the child is acceptable for children under six months of age.

**Plus:**

3. Secondary Identification: One (1) of the following:
  - Adoption documents
  - Court documents establishing legal guardianship, ward of court, custodial parent status or foster parent (official documentation from foster agency is sufficient)
  - Valid Resident Card for both parents
  - Documents from governmental agency providing assistance for minor child (e.g. Healthy Families, WIC, Options)
  - Tax returns (most recent year) claiming child as dependent;
  - Correspondence or documentation from County or State (e.g. County Dept. of Child Support Services) acknowledging resident parent receiving child support

**and**

4. One (1) of the following to prove residency (reflecting Irwindale address and dated within the last 60 days):
- Official medical record (e.g. Explanation of Benefits (EOB) from insurance provider, medical bill or statement)
  - Official school record stamped with school or district seal (e.g. student data printout, school progress report or report card) verifying child's enrollment in a school (public or private) serving Irwindale residents
  - Financial Institution (bank, savings & loan, credit union, lender, retirement fund) Statement or Bill in child's name
  - School-issued work permit
  - Official Correspondence from Federal, State, County or City Government
  - Employment Pay Stub

### **SUBSTITUTE DOCUMENTS**

Requests to substitute documents and/or resolution of any dispute over the adequacy of documentation shall be referred to the City Manager's designee, prior to submittal. The decision of the City Manager's designee, shall be final. Previous participation in resident programs does not conclusively establish resident status after the effective date of this Policy.

### **APPLICATION REVIEW**

Pursuant to Irwindale City Council action of April 15, 2019, the City Manager's designee will review the list of applicants for compliance with the Policy as it relates to proof of residency. The City Manager's designee shall review the list of applicants who have applied for ID cards twice per month.

If the City Manager's designee finds the applicant meets all Policy requirements, the applicant will be notified by telephone to retrieve their new Card. If the City Manager's designee finds an application to be incomplete, inadequate, or questionable, the City Manager's designee may request the applicant provide additional information as may be required, including but not limited to a signed affidavit of residency by the property owner on behalf of the applicant in question. The City may also conduct a Code Enforcement field inspection to confirm residency as well as a Police investigation of potential fraud and perjury pursuant to Section 118 of the State of California Penal Code. If the City Manager's designee recommendation is not to issue a Card, the applicant will be advised in writing. The applicant may appeal the City Manager's designee's decision to the City Manager within ten (10) calendar days of the written notification. The City Manager's decision shall be final.

## **FEES**

The fee for the Card shall be \$5.00. Upon renewal, an additional fee of \$5.00 will be charged. The charge for a replacement or duplicate Card shall be \$10.

## **TERMS**

For those applicant's who are 49 years or younger, a Card shall be valid for a term not to exceed one (1) year with an expiration date on the anniversary of the applicant's birth. Applicant's who are 50 years of age or older shall be issued a Card valid for a term not to exceed two (2) years with an expiration date on the applicant's birthdate. The Card may be renewed for a period not to exceed one year or two-years, depending on the applicant's age, upon meeting the requirements provided for in this Policy. The Card may be renewed no more than 30 days prior to expiration. At any time during the initial or any subsequent term when the applicant ceases to be a resident in good standing the Identification Card shall become void and may no longer be used to secure benefits. It shall be the responsibility of the applicant to return a card no longer valid to the City for destruction.

## **NON-TRANSFERABILITY**

The Resident Identification Card is issued to a specific individual and is not transferable to any other person or entity.

## **PERJURY DECLARATION**

All information and documentation provided to establish residency for purposes of the Resident Identification Program shall be subscribed to under penalty of perjury. Failure to provide a perjury declaration or submission of false information shall be cause for immediate termination from all benefits and/or programs of the City of Irwindale and prosecution to the fullest extent of the law. Fraudulent use of a Card shall be cause for immediate termination of an individual from the Resident Identification Program and all City benefits. **Any person who allows another to fraudulently obtain a Card by utilizing their address will be permanently disqualified from the program.**