

**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 or no 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 been residing within the City limits on a full-time basis for at least 6 months 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 a photograph taken, and pay the required fee.

FOR RENEWALS: RENEWAL OF CARDS (CARDS THAT HAVE EXPIRED FOR LESS THAN 6 MONTHS) SHALL REQUIRE DOCUMENTATION SHOWING APPLICANT HAS BEEN A RESIDENT FOR AT LEAST 60 CONSECUTIVE DAYS.

FOR NEW AND LAPSED CARDS: ALL NEW APPLICATIONS SHALL REQUIRE DOCUMENTATION SHOWING APPLICANT HAS BEEN A RESIDENT FOR AT LEAST SIX (6) CONSECUTIVE MONTHS PRIOR TO THE APPLICATION DATE.

A CARD THAT HAS EXPIRED MORE THAN 6 MONTHS AGO IS CONSIDERED A LAPSED CARD. AN APPLICATION TO RENEW A LAPSED CARD SHALL BE CONSIDERED A “NEW” APPLICATION, THEREFORE, REQUIRING DOCUMENTATION SHOWING APPLICANT HAS BEEN A RESIDENT FOR AT LEAST SIX (6) CONSECUTIVE MONTHS PRIOR TO THE APPLICATION DATE.

(This requirement does not apply to foster children or children under the age of 18.)

The following documents shall be required in order to prove identity and establish residency:

ACCEPTABLE FORMS OF DOCUMENTATION:

A. For Applicants 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) (no P.O. Boxes permitted):
 - California Driver's License with Irwindale address (An official DMV document showing a change of address is acceptable)
 - California Identification Card with Irwindale address (An official DMV document showing a change of address is acceptable)
 - Consular ID Card with Irwindale address

Plus:

2. Secondary Identification: Two (2) different forms of documents reflecting a legal Irwindale residential address (no P.O. Boxes permitted) from the list below. **For renewals, documents must be dated within the last 60 days. For new/lapsed cards, 6 consecutive months of documents must be presented.**
 - 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 or Renewal Notice (issue date within 60 days of Card application for renewals)
 - 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 Correspondence, 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 a property owner, under penalty of perjury, attesting that the person applying for a Card is residing at his/her property

Or:

Affidavit: If a resident is unable to provide two (2) different forms of documentation from the Secondary Identification list above to prove residency, a signed and notarized affidavit from two (2) Irwindale Residents shall be accepted in lieu of

documentation from the Secondary Identification list above. The two (2) Irwindale Residents must each sign an Affidavit of Residency by an Irwindale Resident.

The Irwindale Resident providing the signed and notarized affidavit must not be the same person as the applicant. The Irwindale Resident must possess a current and valid Irwindale Resident ID card.

B. For Applicants Under 18 years of age:

1. Children under 18 years of age **must be accompanied by a parent or legal guardian who possesses a current and valid Irwindale Resident Identification Card**. An application submitted on behalf of a minor must be completed by the minor's parent or legal guardian.
2. If the minor is an Irwindale Resident's natural born child, both of the following documents must be presented:
 - A current and valid Irwindale Resident Identification Card of the parent
 - The minor child's birth certificate (certified copy is acceptable). 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. Name of parent(s) must appear on the birth certificate.
3. If an Irwindale Resident has been granted legal custody or guardianship of the minor, both of the following documents must be presented:
 - A current and valid Irwindale Resident Identification Card of the guardian
 - Official court document or Department of Children and Family Services document establishing legal guardianship, adoption, custodial parent status, foster parent status, child placement, etc.

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 the Irwindale City Council's approval of this Policy on April 12, 2023, the City Manager's designee shall review the applications for compliance with the Policy as it relates to proof of residency twice per month.

If the City Manager's designee finds the application meets all Policy requirements, the

applicant shall be notified by telephone when the Card is ready for pick up. If the City Manager's designee finds an application to be incomplete, inadequate, or questionable, the City Manager's designee may request the applicant to provide additional information as needed, 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's recommendation is not to issue a Card, the applicant shall 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 a renewal, new or lapsed Card shall be \$5.00. The fee for a replacement or duplicate Card shall be \$10.00.

TERMS

For applicants who are 49 years or younger, a Card shall be valid for a term not to exceed one (1) year and expiring on the applicant's birthday. Applicants who are 50 years of age or older shall be issued a Card valid for a term not to exceed two (2) years and expiring on the applicant's birthday. 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 stated 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 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 that is no longer valid to the City for destruction.

NON-TRANSFERABILITY

The Irwindale 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 of all benefits and removal from City programs and prosecution to the fullest extent of the law. Fraudulent use of a Card shall be cause for immediate termination of an individual's participation in the Resident Identification Program and denial of all other City benefits. **Any person who allows another to fraudulently obtain a Card by utilizing their address will be permanently disqualified from the program.**