



Identification Document Assistance Request form

As a person sentenced to the custody of the Commissioner for the Division of Correction (DOC) you are entitled to receive assistance in obtaining personal identification documents prior to release. Personal identification documents include, but are not limited to, birth certificates, social security cards, driver's licenses, and state identification cards (IDs). Having these documents in your possession at the moment of release may help you make a positive transition back to the community, as well as, help you obtain additional services and benefits. In order to apply for a State ID, you must first have an original birth certificate and social security card.

In order to help you, we need to know if you already have a birth certificate and/or a social security card. If you do not have one or both, we would like to help you apply for them.

Do You Have A:		Where Is The Document Located?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Birth Certificate _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Social Security Card _____

Yes I would like assistance when applying for a **Birth Certificate**.
I was born in the State of _____.

No I am *declining* assistance in obtaining a Birth Certificate. I have an original Birth Certificate in a safe location or do not need the Department to assist me with applying for one. I understand that I may change my mind and request assistance at any time.

Yes I would like assistance when applying for a **Social Security Card**.

No I am *declining* assistance in obtaining a Social Security Card. I have an original Social Security Card in a safe location or do not need the Department to assist me with applying for one.

Name _____ SID# _____ DOC# _____

Date _____

Staff _____ Date _____

OCMS Identification Screen Update Date _____

Identification Document Fact Sheet

Having identification is very important to being a productive member of society. You will need a State Identification (ID) Card to:

- Apply for a job
- Sign a lease or apply for subsidized housing
- Qualify for benefits
- Cash a check
- Enroll in substance abuse treatment

Did you know?

After your release from prison, support services such as housing and mental health care can help you get back on your feet and avoid returning to the criminal justice system. In order to connect with these support services and other partners in reentry, you need proper identification.

Having proper identification is a critical part of reentry but it can be a difficult process to navigate on your own. You should contact the case management team at your facility for more information or to get the application process started. Getting a birth certificate, social security card, or other authenticated identification documentation can take a long time and the process can be difficult to navigate; but DPSCS is here to help.



DPSCS has made it a priority to help you get your ID documents before your release, including:

- Birth Certificate
- Social Security Card
- DD-214 – Military Discharge Certificate (for veterans)
- Maryland State Identification Card

What you need to know:

- Staff will ask you if you want to start the application process for your ID documents during the reception and intake process. Don't worry, even if you refuse assistance at intake, your case manager will ask you again if you want help getting these important documents. We encourage you to get started early and ask for help!
- Even if you were born in another state, staff will help you get a birth certificate.
- Staff will help you complete an application for a new Social Security card when you are 120 days from release, or when you become eligible for the Work Release Program.
- If you are a U.S. military veteran, staff will assist you in requesting a *Certificate of Release or Discharge from Active Duty* (Dept. of Defense form # 214).
- To obtain a Maryland State Identification Card you will need an original birth certificate and social security card.

DON'T WAIT FOR RELEASE, GET YOUR IDENTIFICATION DOCUMENTS NOW!