



ID Assistance Request form

As a person sentenced to the custody of the Commissioner of the Division of Correction (DOC) you are entitled to receive assistance in obtaining personal identification (ID) documents prior to release. Personal ID 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 time 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?
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☐ Yes ☐ No **Birth Certificate**

☐ Yes ☐ No **Social Security Card**

☐ **Yes** I would like assistance in obtaining a **Birth Certificate**.

I was born in the State of _____.

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 obtaining 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 _____