



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

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February 16, 2005

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

ACCEPTANCE OF FOREIGN CONSULATE IDENTIFICATION CARDS

On February 8, 2005, the Board of Supervisors approved an amendment to existing Board policy regarding acceptance of Foreign Consulate Identification Cards (FCICs) for identification purposes only. This amendment provides clarification of the types of reliable identifying information acceptable to obtain these cards. In addition, the Board directed this office to coordinate with the foreign consulates participating in the FCIC program in order to further develop training that will assist County employees to properly authenticate FCICs.

Pursuant to this Board Order, we will be working with the affected consulates on the development of training for County departments. In the interim, we would like to take this opportunity to reiterate that, in accordance with Board policy, County staff is **not** to accept FCICs if they have reasonable grounds for determining that the identification card provided by an individual is counterfeit, altered, improperly issued to the cardholder, or otherwise does not reflect accurate information. For example, old FCICs issued by the Mexican Consulate are not acceptable, as they do not contain the required security features.

For your information, attached are Fact Sheets on identification cards issued by foreign consulates currently participating in the FCIC Program (Mexico and Argentina). Please make this information available to all staff that may come in contact with individuals bearing these cards. Only color copies of the attached Fact Sheets should be distributed. You may also request security decoders provided by the Mexican Consulate for their FCIC (Matricula Consular) for staff having direct contact with members of the public that may present these cards as proof of identification.

If you have any questions, please contact me, or your staff may contact Angie Gentry of this office at (213) 974-1197 or by email at agency@cao.co.la.ca.us.

DEJ:MKZ
AG:nl

Attachments (2)

c: Each Supervisor
special projects\misc\2005\fcid_dpt. head memo



**MATRICULA CONSULAR
FACT SHEET**

1. What is the matricula consular?

- A Matricula Consular is an official I.D. card, which is issued by the Mexican Government through its Consular Offices.
- The document **ONLY** proves that the bearer is of Mexican nationality and is living outside of Mexico.

2. Requirements to obtain the Matricula Consular: Applicant must:

- Appear in person
- Present an original birth certificate to prove Mexican nationality
- Present an official government issued photo I.D. to prove identity
- Present proof of address (utility bill, lease, certified mail) under the same name. Married woman may present proof of address under her husband name, as long as they present their marriage certificate.

3. Secondary requirements:

- Telephone number
- Next of kin information
- If a married woman wishes to use her married name, she must present an original marriage certificate.
- In case of a lost or stolen ID the applicant must also provide a police report in order to obtain a new Matricula Consular.

4. Procedure followed when issuing a Matricula Consular:

SCREENING PROCESS:

The applicant receives the information regarding requirements (see 2 and 3 above) in order to obtain the Matricula Consular. If these requirements are met and all the documentation is correct, the applicant receives an application with a control number, and is instructed to fill it out.

STATION 1: Information:

Once the application is filled out, the person proceeds to Station 1 where the consular staff member thoroughly interviews the applicant, reviews his documentation and his application. If the application is approved, the staff member stamps his signature authorizing to proceed to Station 2.



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STATION 2: Cashier:

Before receiving the applicant's payment, the cashier verifies his identity. The fee to process a matricula is \$US 26.00.

STATION 3. Data Capturing:

- a. **Revision of documents by the data entry person:** A Consular Staff member reviews the applicant's documentation, once again, and interviews the applicant. Once the third (thorough) verification has been completed, the documents are processed and the applicant is asked to wait while the information is entered into the Matricula System.

The system allows us to verify the authenticity of the credential voting cards issued by the Electoral Federal Institute (IFE) that are accepted as an official government I.D. This is done through access to the national (Mexican) database of said Institute, whose cards are issued with some of the highest security standards in the World.

The system also warns us in the cases when a person has a judicial or administrative process pending in Mexico that will forbid us from issuing any consular ID or passport.

In addition the system will detect cases where a person's name coincides with that of another applicant. Through the database the information will be duly checked before the most recent applicant is approved.

- b. **Data Capturing:** The Consular Staff member introduces the applicants' information into the Matricula System. The system will let us know if the applicant has already been issued a Matricula, and if so, the previously captured photograph will appear, which avoids duplicity. In cases of renewal, the old matricula is voided and kept in our files to prevent any improper use of it.

The documentation presented by the applicant is scanned and is digitally stored.

The Matricula System has the capacity to keep a record of documents issued to each individual. The Mexican consular network in the United States (45 consulates) keeps a single database. This database allows



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- c. Final check of the information entered.** The Consular Staff member reviews that the information captured is accurate.

STATION 4. Biometrics:

Before the picture is taken, a forth Consular Staff member calls the applicant to verify that the information already in the system is correct. The staff member asks him/her to again show his official ID in order to avoid someone from passing himself off as someone else. Once this is done the picture is taken the signature is digitalized and **fingerprints of the applicant are taken**. These fingerprints are stored in the matricula database as biometric information. After this, the system assigns an individual number that will appear on the card.

STATION 5. Printing and finishing:

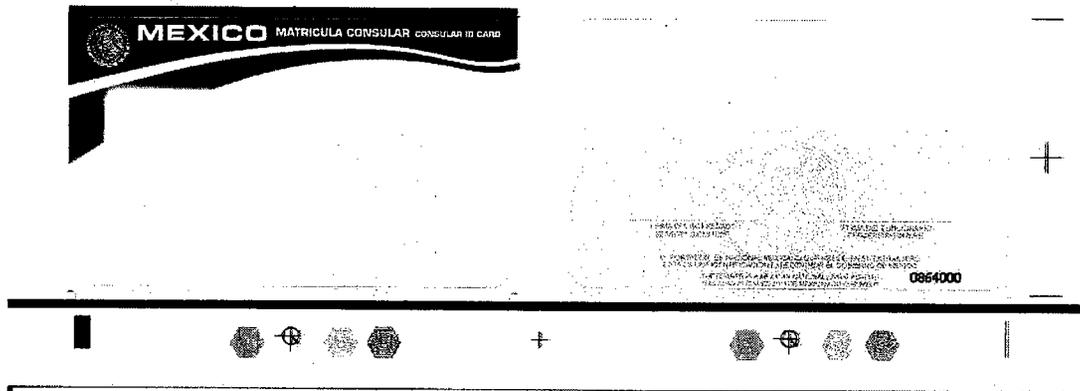
As soon as the previous step is concluded, the matricula is digitally printed on a secure form. Special care must be taken to ensure that the applicant's matricula is printed on the corresponding numbered form, since the number assigned by the system must match the one pre-printed on the secure form. After printing the matricula is then laminated, once again the lamination has the matricula number pre printed on it, so in the same fashion as before the matricula and the lamination must match.



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**Secure
Form**



STATION 6. Quality Control:

A Consular Staff member conducts a quality control on the matricula, which includes reviewing visible and invisible security measures.

STATION 7. Delivery of the Matricula Consular:

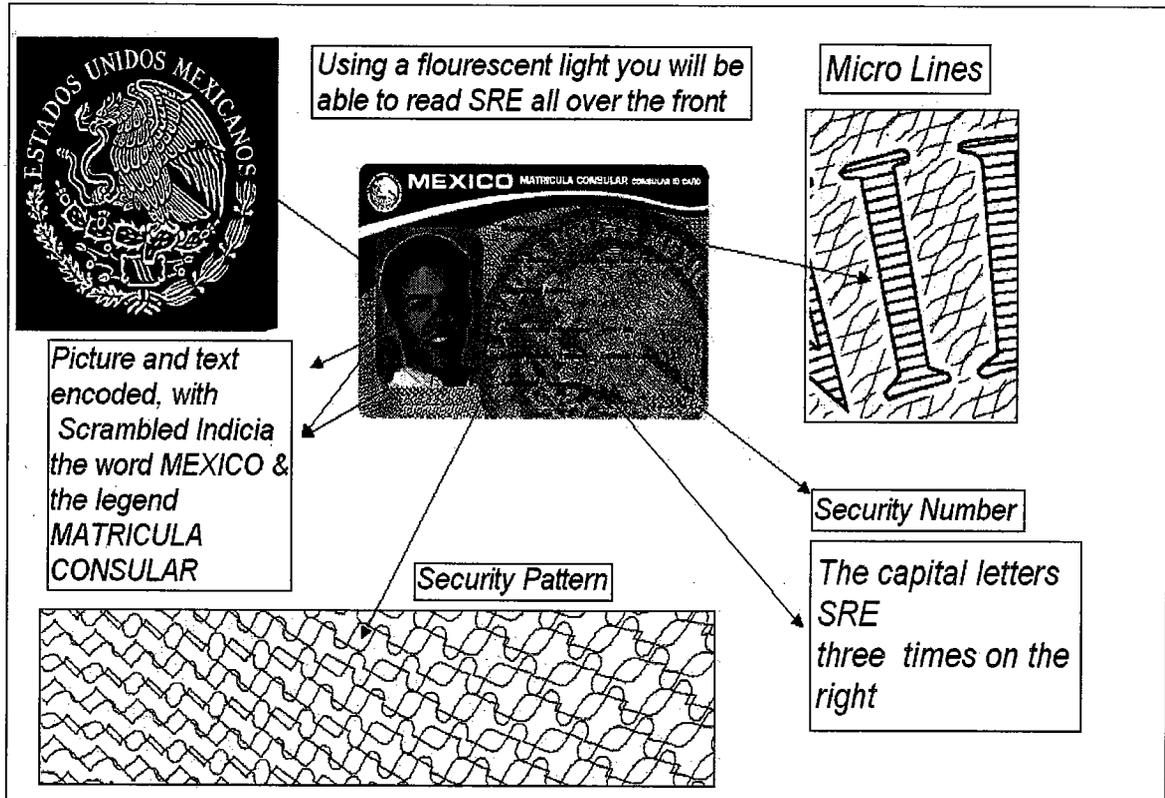
The finished matricula is delivered directly to the applicant to conclude the process. To receive his matricula, the applicant must show, once again, his official ID.

SECURITY MEASURES OF THE MATRICULA

5. Visible Security Measures:

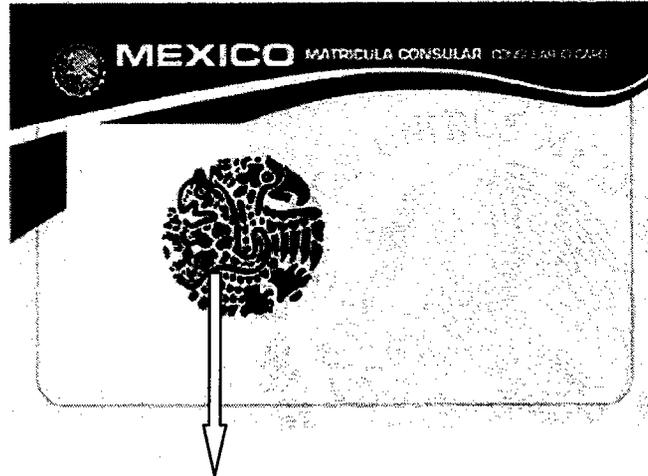
- Matriculas are printed on secure forms provided by the Ministry of Foreign Affairs. These forms can be identified by the security pattern printed on them.

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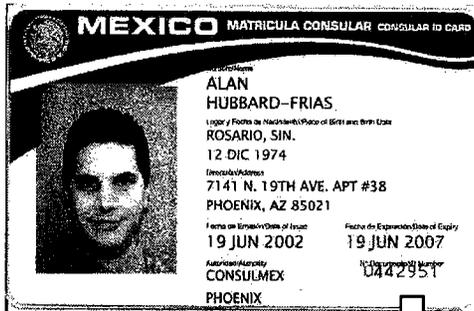
- An Aztec eagle in the form of an “advantage seal” located over the picture. When the matricula is seen in different angles the seal not only will change color, but disappear.

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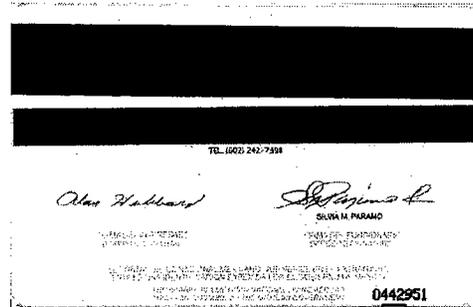


Eagle Advantage Seal

- The Mexican Government has hired an American company to provide the advantage seal. This company holds the patent for the seal and only one license has been issued.
- The ID number shown on the front (lamination) of the card must match the one on the back (preprinted on secure form).



ID Number



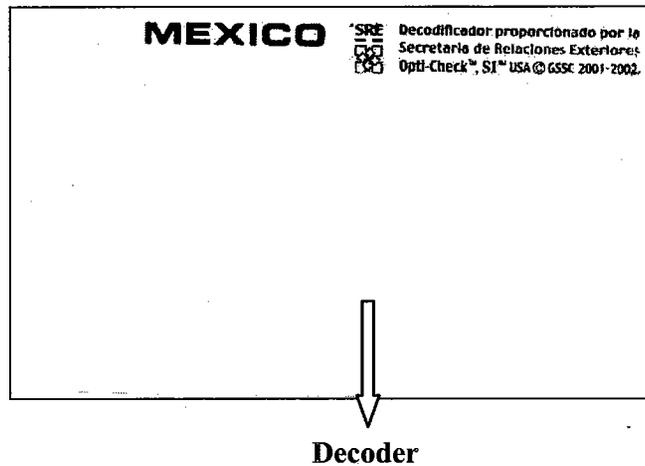
ID Number



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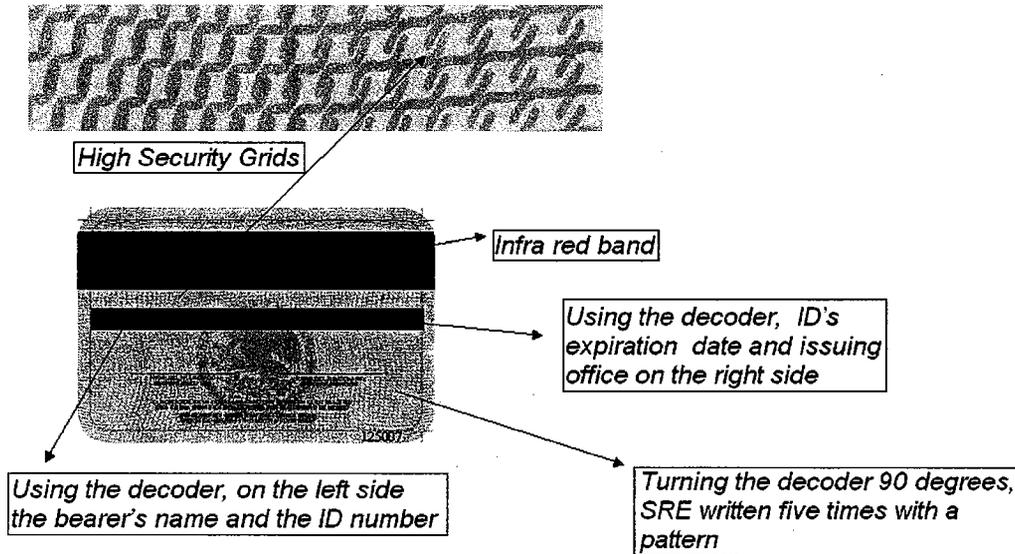
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6. **Security Measures not Visible to the Naked Eye:** In order to see these features a special decoder must be used. These decoders are provided by this consulate to law enforcement agencies and other institutions. Special training sessions are offered to train staff on proper way to use decoders.



- **General features:** every card has the initials SRE hidden three times on the front right hand side of the matricula. Additionally the same letters appear five times on the back side of the card (two on the left, two on the right, and one in the middle). The word MEXICO appears on the left hand side of the picture. Under the picture, reading from left to right, are the words “matrícula consular” and “consular ID card”.

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- **Individual features:** the picture has the bearer's name hidden from left to right, and by turning the decoder 90° the birth date and "SRE" are seen. On the back side of the card there is a green stripe which also includes individual features. On the left side, the name of the bearer and the matricula number* are shown. On the right side of the stripe the expiration date and issuing office can be seen.



Bearer's name



Bearer's Birth Date



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- * Matricula number: if you recall, the system assigned a number after the picture was taken, that number was hidden in the green stripe during the printing phase.

7. Most common uses of the Matricula Consular:

- Mexican Immigration and Customs require Mexicans to produce proof of nationality, i.e. the matricula consular or a passport to allow Mexican nationals to reenter Mexico.
- It is accepted by several banks to open checking accounts:
 - **178 Banks** in the US currently are accepting the matricula consular as a valid form of identification.
- Used by local government and law enforcement agencies to identify individuals:
 - **377 cities and 163 counties** nation wide recognize the matricula consular as a means of identification.
 - **1,180 Sheriff's and Police departments** nation wide accept and rely on the matricula consular to identify Mexican nationals.



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This side also includes the bearer's photo, date of issuance and expiration of the card, along with information of the issuing consular office.

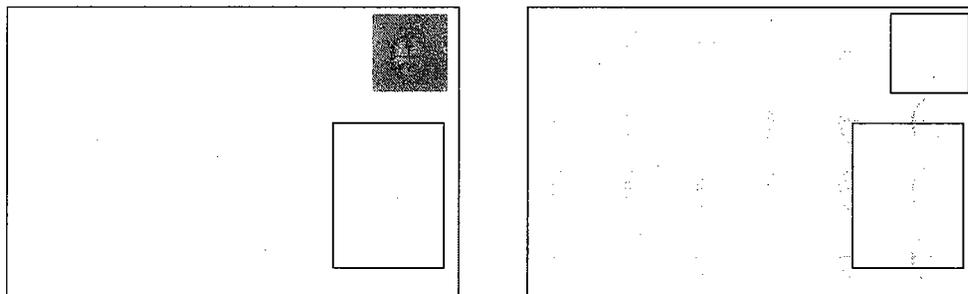
- **The backside**

The backside of the card shows the bearer's passport number as well as his/her DNI (ID Card from the federal authorities) and CI (ID card from the Federal Police Department) numbers. These two federal identification cards contain both fingerprints and bearer's photo.

This side also displays important information, and Consular Data.

Security Features

- 1) Anti-forgery Hologram of the Argentine Emblem, drawn on a golden metal square, positioned on the top right corner. The Hologram uses the clear overcoat of the standard dye film to print several layers of the emblem, preventing the card to be forged, as the clear overcoat cannot be copied or scanned.
- 2) This Hologram is repeated 23 times on the front side, and 24 times on the backside.



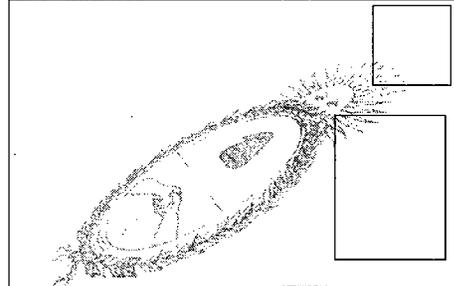
¹ See information attached.



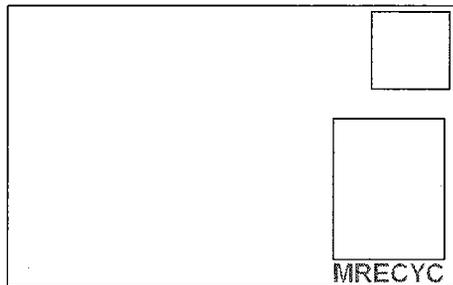
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Other features

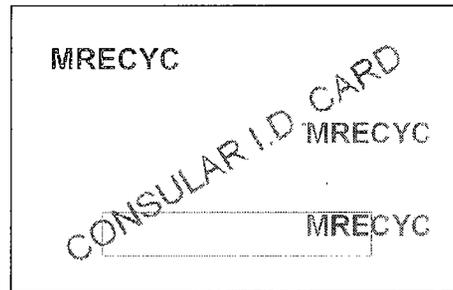
- 1) Faded Official Argentine Emblem on the background rotated 45 degrees on its y-axis and 45 degrees on its x-axis. The emblem is positioned over the picture of the Ministry of Foreign Affairs of Argentina, and behind the bearer's information and photograph.



- 2) The word "MRECYC" (Spanish acronym for "Ministry of Foreign Affairs") written once right below the bearer's picture on the front side of the card, and three times on the backside.
- 3) The word "CONSULAR I.D. CARD" written on the backside of the card and rotated 45 degrees left.



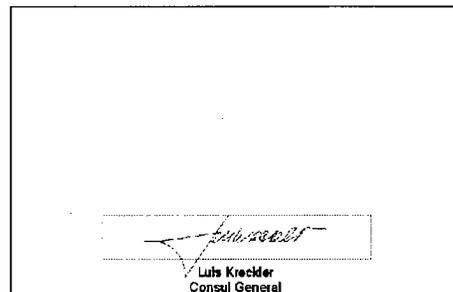
FRONT



BACK

- 4) The Consul General's signature on the backside of the card.

For further information, please contact our offices at (323) 954-9155.

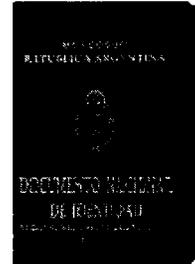




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What is the DNI?

The Argentine National Identification Document or DNI is issued to record and identify all Argentine Citizens living within the national territory or within Argentine jurisdiction, as well as all other Argentine citizens living abroad. For the purposes of issuance of a DNI, personal information is recorded from birth and updated through out a person's life. In this way, DNI information is constantly up-to-date. DNI issuance is regulated by Law 17.671.



What is the DNI for?

The DNI, issued by the Registro Nacional de las Personas (Argentine Bureau of Vital Records), should be presented for all procedures and in all circumstances in which it is necessary to verify a person's identity. The DNI cannot be replaced by any other form of identification, regardless of the characteristics and issuance office of such documentation.

Recording of personal information

The branch offices of the Bureau of Vital Records will fill in the registration form required to enter a new record on the basis of the information and evidence presented to said office. The DNI requesting party will then receive an identification document number that will serve as a certification of the recording procedure and of issuance of the DNI. This number will remain unchanged during the life of the DNI bearer.

Identification Procedure

The identification of a DNI bearer takes place at the branch office of the Bureau of Vital Records located in the area where the bearer is domiciled. Verification of identification is performed by means of the following: birth certificate, photographs, fingerprints, physical description, personal information, blood type and Rh factor. The bearer's personal record will also contain a sworn affidavit silting all the information presented at the time of identification.