

PROBATION DEPARTMENT DIRECTIVE

No.: 1312

Issued: 02/14/13

Post Until: 03/14/13

SUBJECT: REDUCED FEE CALIFORNIA IDENTIFICATION CARD APPLICATIONS

The Los Angeles County Probation Department is committed to assisting Probation clients (Probationers and Postrelease Supervised Persons (PSPs)) with acquiring a valid California Identification Card.

Department of California Vehicle Code 14902 (c) requires the Department of Motor Vehicles (DMV) to offer a reduced fee identification card to an applicant *who has been identified by a governmental or non-profit entity as meeting the eligibility requirements for assistance programs as specified in the Welfare and Institutions Code*. The DMV created the "Verification for Reduced Fee Identification Card" form (DL 937, Revised 4/09) for exclusive use by government and non-profit agencies. The applicable Welfare and Institutions Code states applicants for the reduced fee identification card **must** meet the income requirements for eligibility to specific programs. **Unless an applicant is eligible to receive assistance under one of the programs listed in the law, the DL 937 should not be completed and/or issued.**

EFFECTIVE IMMEDIATELY: Only in those instances where a probationer/PSP lacks a valid California Identification Card **and** needs to access welfare assistance, Probation staff shall refer them to the Department of Public Social Services (DPSS) for eligibility determination. During the application process, DPSS will determine eligibility to specific assistance programs. If eligible and lacking valid identification, DPSS will complete the DL 937 and issue it to the applicant to take to the DMV and make application for the reduced fee identification card.

Probation staff shall document the referral to DPSS in the Adult Probation System (APS) Defendant Chrono Information Data (DCID) screen and shall instruct the probationer to provide proof of their identification card within 60 days of the date of the referral.

The Department of Motor Vehicles Driver Licensing Policy states "the DL 937 is a controlled form and not for general use by the public". Therefore,

- **DO NOT** provide blank paper or electronic forms to the public.
- **DO NOT** publish this form on the Internet or any other medium.
- **DO NOT** share this form with other government or non-profit agencies. If another agency needs a copy of the DL 937, they must contact DMV at (916) 657-6550.
- Only DMV approved agencies receive the form.

All Probation staff shall immediately shred all printed copies of the "Verification for Reduced Fee Identification Card" (DL 937 form) and delete any electronic copies of the form from all computer files. Probation staff shall not complete or issue the form to any person or agency.

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**The Department of Motor Vehicles Licensing Operations Division has been notified Los Angeles County Probation will not complete or issue the form to any person or agency in compliance with their existing policy.

Questions or concerns regarding this Directive shall be directed to the Adult Consultant at (562) 940-2525 or the Special Assistant at (562) 940-3632.



Jerry E. Powers,
Chief Probation Officer