



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
PRISON/REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
5/16/22

PAGE NUMBER
1 of 4

NUMBER
DOC 380.550

TITLE
**WASHINGTON STATE IDENTIFICATION/SOCIAL
SECURITY CARDS**

REVIEW/REVISION HISTORY:

Effective: 6/15/01
Revised: 1/2/04
Revised: 2/6/06
Revised: 12/28/06 AB 06-020
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Revised: 5/21/08
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Reviewed: 1/18/11
Revised: 3/4/21
Revised: 11/3/21
Revised: 5/16/22

SUMMARY OF REVISION/REVIEW:

I.D. - Added language for clarification
Added I.D.1. that case managers will notify DSHS to request an identification card for an LRA
II.C. - Removed that the Social Security Administration will be provided with documentation to verify the individual's identity


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

5/2/22

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/REENTRY/FIELD FACILITY/SPANISH MANUAL		
	REVISION DATE 5/16/22	PAGE NUMBER 2 of 4	NUMBER DOC 380.550
	TITLE WASHINGTON STATE IDENTIFICATION/SOCIAL SECURITY CARDS		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 440.020 Transport of Property

POLICY:

- I. To facilitate transition to the community, the Department will assist individuals under the Department's jurisdiction in obtaining a Washington State identification card from the Department of Licensing and/or a replacement social security card from the Social Security Administration.

DIRECTIVE:

- I. Identification Card Application
 - A. Individuals must provide a Washington State mailing/residential address to receive an identification card.
 - B. In Prisons, the case manager will initiate applications for individuals who need Washington State identification up to one year before the earliest transfer date to partial confinement, the release date, or any known court date for individuals impacted by sentence reform.
 1. Applications will be initiated through the Department of Licensing application portal via dol.wa.gov.
 2. For individuals with less than 30 days before transferring to partial confinement or to the Earned Release Date (ERD), the case manager will initiate DOC 21-777 DLE-520-090A Post-Release Application.
 - C. In Prisons, facility records employees will:
 1. Photograph the individual using the background provided by the Department of Licensing and obtain the individual's signature.
 2. Update the application with the current photograph and signature and submit via dol.wa.gov.
 3. Document the application status in the individual's electronic file as a chronological event.
 - D. If an application has not been previously submitted, the case manager/designee will initiate DOC 21-777 DLE-520-090A Post-Release Application during intake for individuals housed in partial confinement or on community supervision.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/REENTRY/FIELD FACILITY/SPANISH MANUAL		
	REVISION DATE 5/16/22	PAGE NUMBER 3 of 4	NUMBER DOC 380.550
	TITLE WASHINGTON STATE IDENTIFICATION/SOCIAL SECURITY CARDS		


1. For sexually violent predators released to a court-ordered Less Restrictive Alternative, the case manager will notify Department of Social and Health Services to initiate the application.

II. Social Security Card Application

- A. Individuals who have never had a social security card may apply for an original card with the Social Security Administration upon release.
- B. Individuals who are United States citizens may request a replacement social security card within 180 days to the earliest transfer date to partial confinement, the release date, or any known court date for individuals impacted by sentence reform.
 1. Requests will be submitted using [SS-5 Application for a Social Security Card](#) and [SSA-3288 Consent for Release of Information](#).
 2. The individual's signature is required and should reflect the legal name, not the court/committed name. All aliases and social security numbers used should be listed under "Other Names Used".
 3. The DOC number should be included in the address.
- C. At least monthly, completed applications and supporting documentation will be mailed to the Social Security Administration with a cover letter on Department letterhead.
 1. The Superintendent/designee will provide the Social Security Administration with current Department letterhead and signatures of Department employees authorized to sign the cover letter.

III. Storage and Issuance

- A. Identification and social security cards received by the Department will be:
 1. In Prisons, stored in a secure area (i.e., a locked drawer, cabinet, or safe) accessible only by authorized employees pending placement of the card in the central file.
 - a. Social security cards will be returned to the Social Security Administration for disposition if:
 - 1) They cannot be associated with the proper individual within 30 days.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON/REENTRY/FIELD FACILITY/SPANISH MANUAL		
	REVISION DATE 5/16/22	PAGE NUMBER 4 of 4	NUMBER DOC 380.550
	TITLE WASHINGTON STATE IDENTIFICATION/SOCIAL SECURITY CARDS		

- 2) The individual is unavailable to receive the card (e.g., death, released).
 2. Transported per DOC 440.020 Transport of Property.
 3. Provided to the individual upon arrival at a Reentry Center, placement on electronic home monitoring, or release to the community.
- B. Individuals will acknowledge receipt of identification and/or social security cards on DOC 02-335 Acknowledgment of Receipt of Identification/Social Security Card.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 02-335 Acknowledgment of Receipt of Identification/Social Security Card
DOC 21-777 DLE-520-090A Post-Release Application