

**OFFICE OF THE MANAGING DIRECTOR**

**REGULATIONS REGARDING THE CITY OF PHILADELPHIA  
MUNICIPAL IDENTIFICATION CARD**

**Section 1. Definitions.**

“Certified translation” means a translation into English accompanied by a letter or other document attesting to the accuracy and completeness of the translation and the preparation of the translation by someone engaged in the practice of document translation through a formal business enterprise.

“Foreign” document means a document not issued by a U.S. State or by the United States.

“Good Standing with the City of Philadelphia” means an agency that has not been determined to have significant administrative or other problems such that the City has formally determined that there is a substantial risk that verifications of residency may be inaccurate.

“Municipal Identification Card” means an identification card issued by the City of Philadelphia pursuant to these regulations.

“Non-English-Language Document” means a document that is written in a language other than English.

“Territories” means American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, and the U.S. Virgin Islands.

“U.S. State” means any of the 50 states of the United States, the District of Columbia, and any Territories of the United States.

“Veterans Designation” means a designation that the card applicant is a former or current member of the U.S. military.

**Section 2. General Criteria.**

A. In order to receive a Municipal Identification Card, an applicant must establish identity, age and residency within the City of Philadelphia as follows:

1. Identity and age must be established pursuant to the requirements of Section 3 below.

2. Residency within the City of Philadelphia must be established pursuant to the requirements of Section 5 below.

B. A Municipal Identification Card provided by the City shall set forth the individual's name, date of birth, address, date of card issuance, gender identification (if the applicant chooses to include it) and contain a photograph provided by the City and a signature of the applicant.

1. Except as otherwise provided, the name appearing on the Municipal Identification Card shall be the name appearing on the document with the highest point designation provided for proof of identity and age (as set forth in Sections 3 and 4 below).

a. If an applicant presents an original or certified copy of a court order or decree (with a government seal, stamp, or other official imprint) issued by a State court showing the individual's former legal name (matching the name displayed in the Proof of Identity document(s)) and the individual's new legal name, then the applicant may choose to use their current legal name, instead of the name on the proof of identity document, on the Municipal Identification Card.

2. The address set forth on the document used to establish residency will be the address set forth on the card, unless compelling evidence is provided that another residential address is more accurate. When residency is established through a written verification on letterhead of a social services agency, as provided in subsection 6.W. below, the address indicated on the social services letter shall be used on the identification card.

3. The applicant may choose to include gender identification on the card. If they choose to do so, they may include one of the following: male (M); female (F); or non-binary (NB). The applicant may also choose to not include such an identification on the card, in which case an X will be listed under gender.

4. Subject to the requirements of subsection 3.G. below, the card may contain a veteran's designation.

5. The applicant may choose to set forth emergency contact information and/or significant medical information (such as dangerous allergies) on the card, subject to the limitations of space available on the card for such information.

C. For all documentation, only original documents of the issuing agency, or copies certified as valid by the issuing agency, that are not photocopied, mutilated, altered or modified, will be accepted. Laminated documents will be accepted only if they were originally issued in a laminated state. Documents that on their face have expired will not be accepted except as specifically provided in these regulations.

D. Database Review. Review of proof of identity, age and residency documents may include searches of electronic databases to determine consistency of documentation presented with information contained in such databases.

1. If documentation provided is not reasonably compatible with relevant information obtained through an electronic search, additional information shall be sought from the applicant, which may include:

- a. A statement from the applicant explaining the discrepancy; or
- b. Other information, including documentation, that assists in explaining the discrepancy.

Such additional information shall be accepted upon a determination that such information adequately explains the discrepancy.

2. Lack of information in a searched database comparable to information provided in documentation submitted for proof of identity, age or residency shall not be a basis for non-acceptance of documentation provided.

E. A Municipal Identification Card shall only be issued to individuals at least 13 years of age.

F. A Municipal Identification Card shall be available to any person who fulfills the requirements for proving identity, age and residency in the City of Philadelphia as set forth in these regulations, regardless of race, color, ethnicity, sex, gender identity, gender expression, age (for those thirteen and older), religion, disability, national origin, immigration status, ancestry, sexual orientation, marital status, partnership status, parental

status, military status, source of income, criminal record or criminal history, housing status, or status as a victim of domestic violence.

G. The City shall maintain a record of an applicant's first and last name, date of birth, municipal ID number issued, date of card issuance, date of card expiration and the points associated with documents presented to prove identity. The City shall review, but not collect, copy or maintain, any documentation provided as proof of identity, age, residency or any other requirement under these regulations. The City shall keep all information provided by an applicant confidential to the maximum extent permitted by law.

### **Section 3. Standards for Proof of Identify and Age.**

A. Document Point System. To prove identity and age, an applicant must provide one or more documents with a total point value equaling three points, as designated in Section 4 below. At least one two-point document or one three-point document must be provided.

B. Photograph and Date of Birth Requirement. At least one proof of identity document must set forth the individual's date of birth and one such document must contain a photograph. Only documents designated in Section 4 below as acceptable for use as photographic identification or proof of date of birth shall be usable for such purposes.

1. An applicant between the ages of 13 to 21 who lacks photo identification may apply if accompanied by an eligible caretaker who can demonstrate proof of a relationship to the applicant. An eligible caretaker is a birth parent, adoptive parent, legal guardian, legal custodian, foster parent or Pennsylvania or Philadelphia Department of Human Services official. In addition to meeting the requirements for proof of identity as set forth in this Section 3 (apart from providing a document with a photograph), the caretaker must also meet the standards set forth in this Section 3 for proof of identity.

C. Document Review. All documentation shall be subject to electronic and visual inspection and verification. Documents identified in Section 4 as required to be machine readable must be identifiable as valid pursuant to such electronic testing as may be utilized by the City.

D. Resemblance to Photo Identification. Photographs on documents utilized as proof of identity must reasonably resemble the applicant as they present themselves at the time of application. The mere fact that a person appears to be of a different gender than as

appears to be reflected in photographic identification shall not be a basis to determine the photograph does not reasonably resemble the applicant.

E. **Non-English-Language Document.** If the City is unable to determine whether a non-English-language document qualifies as an acceptable proof of identity or age document without an English translation, the applicant shall be responsible for providing a certified translation of such document. The non-English language document and the translation document must be presented at the same time.

F. **Document Expiration.** Unless otherwise noted, all proof of identity and age documents must be current (i.e., unexpired). If a proof of identity or age document does not contain an expiration date, it will be accepted for ten years from the date of issuance.

G. **Veteran’s Designation.** Individuals presenting one of the documents identified in Section 4 for use for a veteran’s designation, when status as a veteran is clear on the face of the presented document, may choose to have a notation on their municipal identification card indicating their veteran’s status.

**Section 4. Accepted Proof of Identity and Age Documents and Point Values.**

A. The following are three-point documents:

<b>Document</b>	<b>Point Value</b>	<b>Use for Photo ID?</b>	<b>Use for Date of Birth?</b>	<b>Use for Veteran’s Designation</b>
<b>U.S. passport or U.S. passport card</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>Foreign passport, (machine readable)</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>U.S. State driver’s license or learner’s permit photo identification card</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>U.S. State identification card</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Pennsylvania Temporary Driver’s License</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>U.S. Permanent Residency Card (“green card”) or Alien Registration Receipt Card (Form I-551)</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>U.S. Certificate of Citizenship (Forms N-560 or N-561)</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>U.S. Certificate of Naturalization (Forms N-550, N-570, or N-568)</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	

<b>Common Access Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Uniformed Services ID Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel, and to certain family members of such personnel</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Current Employment Authorization Document (“EAD”) or U.S. work permit, issued by the U.S. Citizenship and Immigration Services</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>Enhanced Tribal Card, Native American Tribal Photo Identification Card, or other tribal identification card issued by a federally-recognized tribe (must include photo, address, signature, date of birth, and expiration date)</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>U.S. Merchant Mariner Credential, issued by the U.S. Coast Guard National Maritime Center (must include photo, address, date of birth, and issue and expiration dates)</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	
<b>U.S. Department of State Driver’s License or Non-Driver Identification Card (must include photo, date of birth, and expiration date)</b>	<b>3</b>	<b>Yes</b>	<b>Yes</b>	

B. The following are two-point documents:

<b>Document</b>	<b>Point Value</b>	<b>Use for Photo ID?</b>	<b>Use for Date of Birth?</b>	<b>Use for Veteran’s Designation</b>
<b>Consular identification card (“CID”)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>VISA, issued by the U.S. State Department (must include photo)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>Foreign passport (may be non-machine readable)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>Expired foreign passport, (must be machine readable and expired no more than 3 years prior to application)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>Expired U.S. passport (expired no more than 3 years prior to application)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	

<b>Department of Homeland Security Trusted Traveler program card, approval letter or other confirmation of membership (Global Entry, TSA Pre✓®, SENTRI, or NEXUS)</b>	<b>2</b>	<b>Yes, if included</b>	<b>Yes, if included</b>	
<b>Veterans' identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)</b>	<b>2</b>	<b>Yes</b>	<b>Yes, if included</b>	<b>Yes</b>
<b>Veterans' health identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)</b>	<b>2</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Federal, state, or local government employee identification card (must include photo)</b>	<b>2</b>	<b>Yes</b>	<b>No</b>	
<b>U.S. birth certificate (birth certificates issued in Puerto Rico prior to July 1, 2010 will not be accepted)</b>	<b>2</b>	<b>No</b>	<b>Yes</b>	
<b>Foreign driver's license (must be machine readable, must include photo, address, date of birth, and expiration date)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>Foreign national identification card (must be machine readable, must include photo and date of birth or age)</b>	<b>2</b>	<b>Yes</b>	<b>Yes, if included</b>	
<b>Social Security Card, issued by the U.S. Social Security Administration</b>	<b>2</b>	<b>No</b>	<b>No</b>	
<b>U.S. individual taxpayer identification number ("ITIN") authorization and assignment letter, issued by the U.S. Internal Revenue Service</b>	<b>2</b>	<b>No</b>	<b>No</b>	
<b>Form I-94 Arrival/Departure Record, issued by the U.S. Department of Homeland Security</b>	<b>2</b>	<b>No</b>	<b>Yes</b>	
<b>U. S. State temporary driver's license or learner's permit</b>	<b>2</b>	<b>No</b>	<b>Yes</b>	
<b>Expired Pennsylvania Temporary Driver's License</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>SEPTA Key Reduced Fare ID Card</b>	<b>2</b>	<b>Yes</b>	<b>No</b>	

<b>SEPTA Key Senior ID Card</b>	<b>2</b>	<b>Yes</b>	<b>No</b>	
<b>Approval notice of an immigration benefit, issued by the U.S. Citizenship and Immigration Services (Forms I-797, I-797A, I-797B, or I-797D)</b>	<b>2</b>	<b>No</b>	<b>No</b>	
<b>School Enrollment Form for the Applicant, issued by the School District of Philadelphia</b>	<b>2</b>	<b>No</b>	<b>Yes</b>	
<b>Identification card issued by a private or public Pennsylvania educational institution (secondary and post-secondary schools)</b>	<b>2</b>	<b>Yes</b>	<b>Yes, if included</b>	
<b>Software application administered by a private or public Pennsylvania educational institution (including elementary, middle, secondary, and post-secondary schools), that includes the student's name and photograph</b>	<b>2</b>	<b>Yes</b>	<b>Yes, if included</b>	
<b>Youth work permit issued through the Pennsylvania State Board of Education by: a high school in Pennsylvania; the Pennsylvania Regional Offices of Education; the Pennsylvania Department of Labor</b>	<b>2</b>	<b>No</b>	<b>Yes</b>	
<b>Employee identification card issued by the Pennsylvania State Board of Education or the School District of Philadelphia (must include photo)</b>	<b>2</b>	<b>Yes, if included</b>	<b>No</b>	
<b>Face Sheet issued by the Philadelphia Department of Prisons (must include photo and Police Identification Number)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>Pennsylvania Department of Corrections Inmate Identification Card (must include photo and DOB)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	
<b>DC-1 Face Sheet Issued by the Pennsylvania Department of Corrections (must include photo, DOB, and State Identification Number)</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	



C. The following are one-point documents:

<b>Document</b>	<b>Point Value</b>	<b>Use for Photo ID?</b>	<b>Use for Date of Birth?</b>	<b>Use for Veteran's Designation</b>
<b>If the Applicant is a parent, a U.S. birth certificate of a child that lists the Applicant as a parent, (birth certificates issued in Puerto Rico prior to July 1, 2010 will not be accepted)</b>	<b>1</b>	<b>No</b>	<b>Yes (of parent)</b>	
<b>Foreign birth certificate.</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	
<b>Foreign driver's license (need not be machine readable, must include photo, address, date of birth, and expiration date)</b>	<b>1</b>	<b>Yes</b>	<b>Yes</b>	
<b>Foreign national identification card (need not be machine readable, must include photo and date of birth or age)</b>	<b>1</b>	<b>Yes</b>	<b>Yes, if included</b>	
<b>Foreign military photo identification card issued to active duty, retiree, or reservist military personnel</b>	<b>1</b>	<b>Yes</b>	<b>Yes, if included</b>	
<b>Official Pennsylvania Department of Human Services identification letter that verifies the identity of the letter bearer</b>	<b>1</b>	<b>No</b>	<b>No</b>	
<b>Official copy of an academic transcript issued by a high school or post-secondary educational institution in the U.S., which includes the dates and/or school term attended by the Applicant, cumulative academic record, and, if applicable, the degree(s) awarded</b>	<b>1</b>	<b>No</b>	<b>Yes, if included</b>	
<b>Letter issued by the Philadelphia Youth Network confirming eligibility to participate in Philadelphia Youth Network programs (must include DOB and address)</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	

<b>Immunization Record issued by the Philadelphia Department of Public Health or the Pennsylvania Department of Health</b>	<b>1</b>	<b>No</b>	<b>Yes, if included</b>	
<b>Identification card, license, or other official federal document related to Medicare or Medicaid</b>	<b>1</b>	<b>No</b>	<b>No</b>	
<b>Pennsylvania Electronic Benefit Transfer (“EBT”) Link Card</b>	<b>1</b>	<b>No</b>	<b>No</b>	
<b>Benefits Verification Letter or other official letter, issued by the U.S. Social Security Administration or a Philadelphia County Assistance Office</b>	<b>1</b>	<b>No</b>	<b>Yes, if included</b>	
<b>Union photo identification card that identifies the Applicant as a member of a union that represents employees working in a U.S. State, issued by such union (must include photo)</b>	<b>1</b>	<b>Yes</b>	<b>No</b>	
<b>DD Forms 214/215, issued by the U.S. Department of Defense, indicating the Applicant’s condition of discharge from U.S. military service</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>NA Form 13038, issued by the U.S. National Personnel Records Center, indicating the Applicant’s condition of discharge from U.S. military service</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>NGB Forms 22/22A, issued by the U.S. Department of Defense, indicating the Applicant’s condition of discharge from U.S. military service</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Signed letter from the Pennsylvania Department of Veterans Affairs, the City of Philadelphia Office of Veterans Affairs confirming the Applicant’s military status (must be original copy, on official letterhead)</b>	<b>1</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>Certificate of marriage, domestic partnership, civil union, divorce, or dissolution of marriage, domestic partnership, or civil union</b>	<b>1</b>	<b>No</b>	<b>Yes, if included</b>	

<b>Voter registration card, issued by a U.S. State</b>	<b>1</b>	<b>Yes, if included</b>	<b>No</b>	
<b>Selective Service Registration Card, issued by the U.S. Selective Service System</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	
<b>U.S. Individual Taxpayer Identification (“ITIN”) Card (IRS Form 9844), issued by the U.S. Internal Revenue Service (must include the Applicant’s signature, ITIN number, and name)</b>	<b>1</b>	<b>No</b>	<b>No</b>	
<b>Criminal record check (Automated Fingerprint Identification System) with photograph</b>	<b>1</b>	<b>Yes, if included</b>	<b>Yes, if included</b>	
<b>PBPP-15 Notice of Board Decision, issued by Pennsylvania Board of Probation and Parole</b>	<b>1</b>	<b>No</b>	<b>No</b>	
<b>DC-481 Medical Release Summary issued by the Pennsylvania Department of Corrections</b>	<b>1</b>	<b>No</b>	<b>Yes</b>	
<b>Pennsylvania Department of Juvenile Justice Conditions of Aftercare Release</b>	<b>1</b>	<b>Yes, if included</b>	<b>Yes, if included</b>	
<b>Pennsylvania adoption record of the Applicant or the Applicant’s child</b>	<b>1</b>	<b>Yes, if included</b>	<b>Yes, if included</b>	

**Section 5. Standards for Proof Residency.**

A. To establish Philadelphia residency, the applicant must submit one of the documents listed in Section 6 below setting forth the name of the applicant (except as otherwise provided in these regulations) and the applicant’s residential address in Philadelphia. A Post Office Box address does not qualify as proof of residency.

B. Except as otherwise provided, proof of residency must be unexpired or dated within the 30-day period prior to submission of the application.

C. The name set forth in the proof of residency document must match, or substantially match, the name provided in the identity document(s) provided, except as follows:

1. An applicant may use a proof of residency document in the name of their spouse or domestic partner if the applicant submits a marriage or domestic partnership certificate issued by a State;

2. An applicant may use a proof of residency document that appears in the applicant's former legal name if the applicant presents a court order or decree issued by a State court showing that their former legal name was changed, and the former name matches the name set forth in the proof residency document; or

3. The parent or legal guardian of a minor applicant may verify that the minor applicant resides in the City of Philadelphia, provided that the following requirements are met:

(a) the parent or legal guardian submits one of the following documents with the minor's Application to prove that the verification is being made by the minor's parent or legal guardian: (i) the minor applicant's birth certificate that lists the person as a parent; (ii) an adoption decree for the minor applicant that lists the person as parent or legal guardian; (iii) a Court Order or decree establishing the person as the legal guardian or parent of the minor applicant; or (iv) a signed letter from the Pennsylvania or City Department of Human Services establishing that the person is the parent or legal guardian of the applicant;

(b) the parent or legal guardian provides documentation that verifies that the minor applicant resides with the parent or legal guardian; and

(c) the parent or legal guardian meets the proof of residency requirements of this section.

## **Section 6. Accepted Proof of Residency Documents.**

Any one of the following documents may be used to establish Philadelphia residency. Electronic versions of documents will be accepted as set forth below:

- A. Unexpired Pennsylvania driver's license or learner's permit;
- B. Unexpired Pennsylvania identification card;
- C. Unexpired U.S. Department of State Driver's License or Non-Driver Identification Card;
- D. Unexpired Pennsylvania Temporary Driver's License;

- E. Utility (i.e., gas, electric, water, internet, cable, telephone) bill (electronic versions will be accepted);
- F. Current Pennsylvania vehicle title or registration (electronic versions will be accepted);
- G. Local property tax statement or mortgage statement receipt, dated within the 12-month period immediately prior to the submission of the application (electronic versions will be accepted);
- H. Bank account statement (including checking, savings, certificate of deposit, and investment accounts); issued by a financial institution insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration to the account holder at the account holder's residential address (electronic versions will be accepted);
- I. Proof of applicant's minor child's, or the applicant's (if a minor), current enrollment in an educational institution located within the City of Philadelphia (e.g., School District of Philadelphia Enrollment Form, letter on school's letterhead, report card, etc.), dated within the current school year, provided evidence of parentage or guardianship is provided as set forth in Section 5(C)(3)(a);
- J. Proof of applicant's minor child's, or the applicant's (if a minor), current enrollment in a program administered by the City of Philadelphia Department of Human Services (DHS), dated within the current school year, provided evidence of parentage or guardianship is provided as set forth in Section 5(C)(3)(a);
- K. Letter or record addressed to the applicant at an address within the City of Philadelphia from a school, college, or university located in Pennsylvania that the applicant or the applicant's child attends, dated within the current school year;
- L. Unexpired photo identification issued by a college, university, or technical college, if accompanied by a tuition/fee receipt addressed to a residence located within the City of Philadelphia;
- M. Employment record, including paystub, paycheck, or earnings statement issued with the name and address of the employer (electronic versions will be accepted);
- N. IRS Forms W-2, W-4, 1099-MISC, 1095-A, 1095-B, or 1095-C, provided such form is submitted on or before April 15 of the year following the tax year indicated on the form (electronic versions will be accepted);
- O. Letter or document issued by the U.S. Internal Revenue Service, the Pennsylvania Department of Revenue, or the City of Philadelphia Department of Finance, Revenue

Division, addressed to the applicant regarding the applicant's personal tax status, dated within the 12-month period immediately prior to the submission of the application (electronic versions will be accepted);

- P. A summons or court order, issued by a Municipal, State or federal court, addressed to the applicant, requiring the applicant to appear before such court, including a notice to serve jury duty;
- Q. A bill or invoice, addressed to the applicant, for insurance premiums due for homeowner's, renter's, health, life, or automobile insurance (electronic versions will be accepted);
- R. Current lease or sublease that includes the lease term, rent amount, terms regarding utilities, and lessor/sublessor contact information;
- S. Current lease or sublease (that includes term/length, rent amount, terms regarding utilities, and lessor/sublessor contract information), lease addendum, rent notice, or other document issued by the Philadelphia Housing Authority listing the applicant as lessee and/or authorized resident of a residential unit of the Housing Authority or under the Housing Choice Voucher Program, dated within the 12-month period immediately prior to the submission of the Application;
- T. United States Postal Service change of address confirmation dated within the 60-day period immediately prior to the submission of the Application;
- U. Unemployment and/or disability check or receipt of payment issued by the State of Pennsylvania;
- V. Written verification on letterhead of the City Department of Human Services confirming that the applicant is in the custody of the City, or an agency operating on behalf of the City, and has resided within the City of Philadelphia for at least 15 days within the 30-day period immediately prior to the application, and specifying the address of the individual's residency;
- W. Written verification on letterhead of the organization from a hospital, health clinic, domestic violence shelter, homeless shelter or other social services agency located within, and in good standing with, the City of Philadelphia, confirming either:
  - 1. at least 15 days of residency by the applicant within the 30-day period immediately prior to the submission of the Application; or

2. ongoing services provided to the applicant within the 30-day period immediately prior to the submission of the Application.
  3. The letter must state whether the organization either:
    - a. is authorizing use of the address of the organization for the address to be placed on the identification card as an indication of the individual's residency; or
    - b. is vouching for the individual's actual residency at another location in Philadelphia.
- X. Verification of release document from the United States Department of Health and Human Services, Office of Refugee Resettlement, that includes photo, date of birth, name, and address of the applicant's sponsor, dated within the 12-month period immediately prior to the submission of the Application;
- Y. Order of Supervision (Form I-220B) issued by the U.S. Citizenship and Immigration Services, dated within the last 12-month period immediately prior to the submission of the Application; or

**Section 7. Card Expiration, Replacement and Renewal.**

- A. Expiration. Municipal Identification Cards expire as follows:
1. For cardholders no more than 17 years of age at the time the card is issued, 3 years from the date of issuance;
  2. For cardholders between the ages of 18 and 64 years old at the time the card is issued, 5 years from the date of issuance;
  3. For cardholders 65 years or older at the time of issuance, card does not expire.
- B. Card Renewal and Replacement. An applicant seeking to replace a lost or stolen Municipal Identification Card must satisfy the proof of identity, age and residency requirements set forth in Sections 3 and 5 of these regulations as if applying for a new card. An applicant seeking to renew an expired or unexpired Card, or replace a damaged card, may satisfy the proof of identity and age requirements of Section 3 by surrendering their card at the time of application as long as the cardholder can be reasonably identified using the card, but must satisfy the proof of residency requirements of Section 5 as if applying for a new card.

C. An individual whose Municipal Identification Card is lost or stolen shall report the loss or theft to the Municipal Identification Program Manager’s office. A cardholder shall surrender their Card to the Program Manager’s office upon ceasing to reside in Philadelphia.

D. Review of Application Denial. An applicant who has been denied a Municipal Identification Card may seek review of the denial determination by submitting a review request, on a form and in a format established by the Municipal Identification Program Manager, to the Program Manager within thirty days of the denial.

**Section 8. Fees.**

Receipt of a Municipal Identification Card, including renewals and replacements of cards, shall be subject to the following fees:

<b>Applicant Age</b>	<b>Application Fee</b>
<b>13 - 17 years old</b>	<b>\$5.00</b>
<b>18 - 64 years old</b>	<b>\$10.00</b>
<b>65+ years old</b>	<b>No Cost</b>