

## CITY OF LITTLE ROCK MUNICIPAL IDENTIFICATION CARD PROGRAM

### I. PURPOSE:

The following guideline is to establish the policies and procedures for the creation and implementation of the City of Little Rock Municipal Identification Card Program.

### II. RESPONSIBILITY:

Requests for a Little Rock Municipal Identification Card will be reviewed as received by the Office of the Multicultural Liaison. The Office of the Multicultural Liaison will make a yearly report to the City Manager's Office regarding the status of the City of Little Rock Municipal Identification Card Program.

### III. DEFINITIONS:

- A. Care Address Letter: A letter from a City Agency, hospital, non-profit organization, private or public shelter, or religious institution located in the City of Little Rock, Arkansas, authorizing the use of address. The letter must be on letterhead signed by the authorizing official. The letter must also indicate that the individual requesting a Little Rock Municipal Identification Card has received services from the entity within the past fourteen (14) days and may use the entity's address for mailing purposes. The letter must be dated within fourteen (14) days of the request for a Little Rock Municipal Identification Card.
- B. Care Organization: A City Agency, hospital, non-profit organization, private or public shelter, or religious institution located within the City of Little Rock, Arkansas, serving victims of human trafficking, survivors of domestic violence or homeless individuals.
- C. Disabled: An individual determined by the Social Security Administration to have a disability.
- D. Minor: An individual under the age of eighteen (18).
- E. Senior Citizen: A person age sixty-five (65) years of age or older.
- F. Veteran: A United States Military Veteran who is currently serving, or has served, in the armed forces and was released from such service otherwise than by dishonorable discharge or a member of the National Guard who has served twenty (20) years or more.

#### **IV. POLICY:**

The City of Little Rock recognizes that many of its residents do not have access to various forms of identification and therefore have difficulty in obtaining necessary City services, access to healthcare, banking, and entry into public/ government buildings, among other issues. The intent of the City of Little Rock Municipal Identification Card Program is to provide residents of the City of Little Rock with an Official Government Identification Card that will allow them a means of proving their identity and residence in the City of Little Rock for the purpose of accessing City programs, services, and activities.

#### **V. PROCEDURE:**

##### **A. Qualification for a City of Little Rock Identification Card:**

1. Any resident of the City of Little Rock, fourteen (14) years of age and older is eligible to request a Little Rock Municipal Identification Card regardless of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, homelessness status, genetic information, or political opinions or affiliation.
2. Individuals requesting a Little Rock Identification Card must provide sufficient evidence of Identity and Residency in the City of Little Rock in accordance with the Little Rock Municipal Identification Card Applicant Documentation Guide.
3. If an individual requesting a City of Little Rock Municipal Identification Card is a survivor of domestic violence or human trafficking, or is otherwise homeless, a Care Organization may provide a Care Address Letter that will be considered for proof of residency purposes and for address usage if so authorized by the Care Organization.

##### **B. Card Display, Term and Fee:**

1. The Little Rock Municipal Identification Card will display at a minimum the individual's name, photograph, address, date of birth, height, eye color, signature, a unique card identification number, and card issuance and expiration dates. The card will also display a notice that it is not the equivalent of a State or Federal identification and may not be used in place of such required documentation.
2. The Little Rock Municipal Identification Card will be designed in a manner to deter fraud, which may include watermarks, City Seal, embedded holograms or other security measures.
3. The Little Rock Municipal Identification Card will be valid for three (3) years from the date of issuance. If a holder of a Little Rock Municipal Identification Card moves outside of the City of Little Rock, the card is immediately null and void, and the cardholder must notify the City within ten (10) days of the move.

4. The fee for issuance of a City of Little Rock Identification Card shall be \$10.00 for adults. The fee for minors, veterans, disabled and senior citizens shall be \$7.00 in accordance with the Request for Fee Reduction.
5. The Office of the Multicultural Liaison may grant a full waiver of the fee if an applicant can establish hardship in accordance with the Request for Fee Waiver.

C. Identification Card Issuance Process:

1. Individuals requesting a Little Rock Municipal Identification Card must complete the Applicant Information Form and undergo Documentation Review through the Office of the Multicultural Liaison. The Multicultural Liaison will complete an Eligibility Verification and Certification Form for each card issued.
2. Individuals requesting a Little Rock Municipal Identification Card must provide all the required documentation at the time of the request to be issued a Little Rock Municipal Identification Card. If an individual does not provide sufficient proof of Identity and Residency, he or she will be required to return at another time with all the required documentation to apply again. Under no circumstances can individuals leave partial documentation with the Office of the Multicultural Liaison.
3. If the individual requesting a Little Rock Municipal Identification Card provides the required documentation to prove Identity and Residency in accordance with the Little Rock Municipal Identification Card Applicant Documentation Guide, the Little Rock Municipal Identification Card will be issued and given to the requestor at the time of request. Little Rock Municipal Identification Cards cannot be mailed to the requestor.

D. Documentation Retention and Database Storage

1. The Office of the Multicultural Liaison will not keep copies of any documents used to prove identity or residency with the exception of:
  - a. A Care Address Letter authorizing a homeless individual or survivor of domestic violence to use the address of the care organization.
2. The Multicultural Liaison's Office will keep on file the following forms for a period of three years from the date of issuance of the Card.
  - a. Eligibility Verification and Certification.
  - b. Resident Notification System.
  - c. Request for Fee Waiver.
  - d. Request for Fee Reduction.
3. The database for the City of Little Rock Municipal Identification Card Program will store at a minimum the requestor's name, zip code, eye color, height, the unique card identification number and card issuance and expiration date.
4. If the card expires and the individual holding the card does not renew his or her card, the data will be removed from the database.

E. Confidentiality

1. Records relating to the issuance of Little Rock Municipal Identification Cards shall be maintained in accordance with the law.
2. The City of Little Rock shall make best efforts to protect the confidentiality of all Municipal Little Rock Identification Card Holder's information to the maximum extent allowable by Federal and State Law.
3. Notwithstanding the aforementioned, records retained by the Office of the Multicultural Liaison relating to the Little Rock Municipal Identification Card Program may be subject to disclosure under Arkansas's Freedom of Information Act.

Approved:



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Bruce T. Moore  
City Manager