

**CITY OF IRWINDALE
RESIDENT IDENTIFICATION CARD POLICY**

PURPOSE

The purpose of the Resident Identification Card Policy (“Policy”) is to provide a method by which City staff can accurately identify eligible residents of the City of Irwindale (“City”) for purposes of providing a variety of benefits (i.e., prescription and vision programs, recreation, library and senior citizen programs, school busing, tutoring, etc.) which are only available to residents and/or are provided to residents at a reduced or no cost as compared to non-residents.

DEFINITION OF RESIDENT

For purposes of obtaining a Resident Identification Card (“Card”), a resident of the City of Irwindale shall be defined as a living person who has been residing within the City limits on a full-time basis for at least 6 months prior to his/her application for a Card and who maintains his/her principal place of residence in the City, as defined by Section 244 of the California Government Code. Temporary absence from the City for college or boarding school attendance, military service, vacation, hospitalization or incarceration (not to exceed six months) shall not preclude a person who would otherwise qualify from being considered an eligible resident for purposes of this program.

APPLICATION PROCESS – NEW, RENEWAL AND LAPSED CARDS

An applicant must establish proof of identity and Irwindale residency when applying for a Card. Applicants must appear in person at Irwindale City Hall, complete an application and certify the information under penalty of perjury, present documents establishing identity and residency, have a photograph taken, and pay the required fee.

FOR RENEWALS: RENEWAL OF CARDS (CARDS THAT HAVE EXPIRED FOR LESS THAN 6 MONTHS) SHALL REQUIRE DOCUMENTATION SHOWING APPLICANT HAS BEEN A RESIDENT FOR AT LEAST 60 DAYS.

FOR NEW AND LAPSED CARDS: ALL NEW APPLICATIONS SHALL REQUIRE DOCUMENTATION SHOWING APPLICANT HAS BEEN A RESIDENT FOR AT LEAST SIX (6) MONTHS PRIOR TO THE APPLICATION DATE.

A CARD THAT HAS EXPIRED MORE THAN 6 MONTHS AGO IS CONSIDERED A LAPSED CARD. AN APPLICATION TO RENEW A LAPSED CARD SHALL BE CONSIDERED A “NEW” APPLICATION, THEREFORE, REQUIRING DOCUMENTATION SHOWING APPLICANT HAS BEEN A RESIDENT FOR AT LEAST SIX (6) MONTHS PRIOR TO THE APPLICATION DATE.

(This requirement does not apply to foster children or children under the age of 18.)

The following documents (showing at least either 60 days or 6 months of residency, depending on whether the application is for a renewal or new/lapsed card) shall be required in order to prove identity and establish residency:

ACCEPTABLE FORMS OF DOCUMENTATION:

A. For Applicants 18 years of age and over:

1. Primary Identification: One (1) of the following current documents (must display applicant's photograph, date of birth, and legal residential address within the City) (no P.O. Boxes permitted):
 - California Driver's License with Irwindale address (An official DMV document showing a change of address is acceptable)
 - California Identification Card with Irwindale address (An official DMV document showing a change of address is acceptable)
 - Consular ID Card with Irwindale address

Plus:

2. Secondary Identification: Two (2) different forms of current documents reflecting legal Irwindale residential address (no P.O. Boxes permitted), **dated within the last 60 days (for renewals) OR the last 6 months (for new/lapsed cards):**
 - Utility Bill (e.g. gas, electric, home phone (not cell), cable, satellite, water)
 - Financial Institution (bank, savings & loan, credit union, lender, retirement fund) Statement or Bill
 - State or Federal Income Tax or refund statement
 - Vehicle Registration (issue date within 60 days of Card application)
 - Vehicle Registration Renewal Notice (with a due date that has not lapsed)
 - Property Tax statement or mortgage payment receipt
 - Official Correspondence from Federal, State, County or City Government
 - Employment Pay Stub
 - Jury summons or court order issued by a state or federal court
 - Insurance Correspondence, Statement or Bill (homeowner's, renter's, health, life or automobile)
 - Official correspondence from community college, school of higher education or trade school including loan statement
 - Official medical record (e.g. Explanation of Benefits (EOB) from insurance provider, medical bill or statement)
 - Signed and notarized affidavit by property owner, under penalty of perjury, attesting that the person applying for a Card is residing at his/her property

Or:

Affidavit: If a resident is unable to provide two (2) different forms of documentation from the Secondary Identification list above to prove residency, a signed and notarized affidavit from two (2) Irwindale Residents shall be accepted in lieu of documentation from the Secondary Identification list above. The two (2) Irwindale Residents must each sign an Affidavit of Residency by Irwindale Resident.

The Irwindale Resident providing the signed and notarized affidavit must not be the same person as the applicant. The Irwindale Resident must possess a current valid Irwindale Resident ID card and reside at a different address from the applicant. For purposes of this Policy, the Irwindale Resident may not be related to the applicant by blood or marriage.

B. For Applicants Under 18 years of age:

1. Children under 18 years of age **must be accompanied by a parent or legal guardian who possesses a valid Irwindale Resident Identification Card.** An application submitted on behalf of a minor must be completed by the minor's parent or legal guardian.
2. Primary Identification: A birth certificate (certified copy acceptable) is required. An original letter from the medical facility affirming the details of the birth of the child is acceptable for children under six months of age.

Plus:

3. Secondary Identification: One (1) of the following (no P.O. Boxes permitted):
 - Adoption documents
 - Court documents establishing legal guardianship, ward of court, custodial parent status or foster parent (official documentation from foster agency is sufficient)
 - Valid Irwindale Resident Identification Card(s) of parent(s)
 - Documents from governmental agency providing assistance for minor child (e.g. Healthy Families, WIC, Options)
 - Tax returns (most recent year) claiming child as dependent;
 - Correspondence or documentation from County or State (e.g. County Dept. of Child Support Services) acknowledging resident parent receiving child support

And:

4. One (1) of the following to prove residency (reflecting Irwindale address and dated within the last 60 days) (no P.O. Boxes permitted):
 - Official medical record (e.g. Explanation of Benefits (EOB) from insurance provider, medical bill or statement)
 - Official school record stamped with school or district seal (e.g. student data printout, school progress report or report card) verifying child's enrollment in a school (public or private)
 - Financial Institution (bank, savings & loan, credit union, lender, retirement fund) Statement or Bill in child's name
 - School-issued work permit
 - Official Correspondence from Federal, State, County or City Government
 - Employment Pay Stub

SUBSTITUTE DOCUMENTS

Requests to substitute documents and/or resolution of any dispute over the adequacy of documentation shall be referred to the City Manager's designee, prior to submittal. The decision of the City Manager's designee, shall be final. Previous participation in resident programs does not conclusively establish resident status after the effective date of this Policy.

APPLICATION REVIEW

Pursuant to Irwindale City Council action of December 8, 2021, the City Manager's designee shall review the applications for compliance with the Policy as it relates to proof of residency twice per month.

If the City Manager's designee finds the application meets all Policy requirements, the applicant shall be notified by telephone when the Card is ready for pick up. If the City Manager's designee finds an application to be incomplete, inadequate, or questionable, the City Manager's designee may request the applicant to provide additional information as may be required, including but not limited to a signed affidavit of residency by the property owner on behalf of the applicant in question. The City may also conduct a Code Enforcement field inspection to confirm residency as well as a Police investigation of potential fraud and perjury pursuant to Section 118 of the State of California Penal Code. If the City Manager's designee's recommendation is not to issue a Card, the applicant shall be advised in writing. The applicant may appeal the City Manager's designee's decision to the City Manager within ten (10) calendar days of the written notification. The City Manager's decision shall be final.

FEES

The fee for a new or lapsed Card shall be \$5.00. The fee for a renewal shall be \$5.00. The fee for a replacement or duplicate Card shall be \$10.00.

TERMS

For applicants who are 49 years or younger, a Card shall be valid for a term not to exceed one (1) year and expiring on the applicant's birthday. Applicants who are 50 years of age or older shall be issued a Card valid for a term not to exceed two (2) years and expiring on the applicant's birthday. The Card may be renewed for a period not to exceed one year or two years, depending on the applicant's age, upon meeting the requirements stated in this Policy. The Card may be renewed no more than 30 days prior to expiration. At any time during the initial or any subsequent term when the applicant ceases to be a resident in good standing, the Card shall become void and may no longer be used to secure benefits. It shall be the responsibility of the applicant to return a card no longer valid to the City for destruction.

NON-TRANSFERABILITY

The Irwindale Resident Identification Card is issued to a specific individual and is not transferable to any other person or entity.

PERJURY DECLARATION

All information and documentation provided to establish residency for purposes of the Resident Identification Program shall be subscribed to under penalty of perjury. Failure to provide a perjury declaration or submission of false information shall be cause for immediate termination of all benefits and removal from City programs and prosecution to the fullest extent of the law. Fraudulent use of a Card shall be cause for immediate termination of an individual's participation in the Resident Identification Program and denial of all other City benefits. **Any person who allows another to fraudulently obtain a Card by utilizing their address will be permanently disqualified from the program.**