

		Washtenaw County		Policy		
Title: Washtenaw County Identification Card Program Policy		Enabling Resolution:	Supercedes:	Effective Date:	Page: 1	Of: 1

I. APPLICATION:

This policy shall govern the administration and issuance of photo identification cards by the government of Washtenaw County and govern the card's acceptance by County departments and entities the receive County funds.

II. GENERAL POLICIES:

- A. Upon request, the Clerk's Office shall issue a County Identification Card to any resident who meets the application requirements set forth in the Washtenaw County Identification Card procedure.
- B. The card shall bear the seal of the County.
- C. The card will be produced in a form that includes security features which will thwart replication, counterfeit or misuse.
- D. The Clerk's Office shall keep confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of persons applying for and receiving County Identification Cards.
- E. County departments and any entity that receives County funds shall accept a County Identification Card as valid identification unless the County department of entity has reasonable grounds for determining that the card is counterfeit, altered, or improperly issued to the card holder, or that the individual presenting the card is not the individual to whom it was issued.

This section is not intended to replace any other existing requirements for issuance of other forms of identification in connection with the administration of County benefits and services: The requirements of this section do not apply under circumstances where:

- (1) A federal or State statute, administration regulation or directive, or court decision requires the County or entity that receives County funds to obtain different identification or proof residence,
- (2) A federal or State statute of administrative regulation or directive preempts local regulation of identification or residency requirements. Or
- (3) The County of entity that receives County funds would be unable to comply with a condition imposed by a funding source, which would cause the County or such entity to lose funds from that source.

III. DEFINITIONS

For purposes of this policy, the following definitions apply.

- (1) "Clerk's Office" shall mean the Office of the Washtenaw County Clerk.
- (2) "County" shall mean Washtenaw County or any department, board, commission or agency thereof.
- (3) "Clerk" shall mean the Washtenaw County Clerk.
- (4) "Entity that receives County funds" shall mean any recipient of a contract, grant agreement, or loan agreement from Washtenaw County.
- (5) "County Identification Card" shall mean an identification card issued by Washtenaw County Government.
- (6) "Resident" shall mean a person who can demonstrate that he or she has been present in Washtenaw County for the minimum required days and provides "proof of residency" as laid out in the Washtenaw County Identification Card Procedure.