

Motor Vehicle Division Policy Memo # 19-02

Wallet-Sized Birth Certificates or Short-Form Birth Certificates Issued by Iowa or Another State

ORIGINAL DATE: April 15, 2019

REVISION DATE: December 21, 2021

FROM: MVD Policy & Compliance Team

TO: All Driver and Identification Services staff, Iowa County Treasurers and County Treasurers' staff that issue driver's licenses and non-operator's identification cards.

SUBJECT

This policy memo explains acceptance of wallet-sized or short-form birth certificates issued by the Iowa Department of Public Health (IDPH) or out of state vital records agencies.

EXPLANATION

On February 21, 2017, the IDPH issued a press release regarding wallet-sized birth certificates issued from 1993 through 2009. The press release indicated the wallet-sized birth certificates would be replaced by IDPH, upon request, with a regular letter-sized copy of the birth certificate. In the past, we have accepted the wallet-sized birth certificate issued by IDPH as meeting our standards to properly identify Iowa residents, and therefore, our practice of accepting these is not being changed.

Additionally, we have reviewed our policy regarding acceptance of wallet-sized or short-form birth certificates from out of state vital records agencies and determined our acceptance of these versions of the birth certificate was being applied inconsistently across the state. Therefore, to make the policy consistent across the state and amongst customers that are born in Iowa or another state, we will accept the short-form or wallet-sized birth certificate as long as it contains the necessary pieces of information to issue the credential and is a certified copy of the birth certificate issued by the vital records agency, regardless of whether the birth certificate was issued by IDPH or another state's vital records agency.

This policy is effective immediately and with the issuance of this new policy memo, the prior policy memo #17-02 issued on this topic is rescinded.

HELPFUL QUESTIONS AND ANSWERS

The following questions and answers provide additional information that will be helpful to you and to customers.

WHAT IS A WALLET-SIZED OR SHORT-FORM BIRTH CERTIFICATE?

In 1992, new legislation required IDPH to send to all new birth mothers a copy of their newborn's certified birth certificate. In May 1993, IDPH started sending all birth mothers the newborn birth certificate in the form of the small wallet-sized card. The only time the wallet-sized card was issued was in the newborn birth printing process. All other certificates issued to

anyone after the first certificate was on the full-sized paper. We also know that vital records agencies in other states have issued or continue to issue wallet-sized or short-form birth certificates for a variety of reasons.

WHAT IF THE WALLET-SIZED OR SHORT-FORM BIRTH CERTIFICATE DOES NOT CONTAIN ALL OF THE SAME INFORMATION AS A FULL-SIZED OR LONG-FORM COPY OF THE BIRTH CERTIFICATE?

For a period of years from May 1993 to mid-1995 in Iowa, parents' names were not printed on the wallet-sized cards. After this, the parents' names were added to the wallet-sized card. All wallet-sized cards, regardless of the year they were issued, were not printed with parents' dates of birth, parents' place of birth, and child time of birth.

For our purposes, we have been accepting the wallet-sized birth certificate issued by IDPH, regardless if it is the earlier version that does not contain the parents' names, or it is the later version that does contain the parents' names. That practice is not being changed.

It is worth noting that any individual issued a wallet-sized birth certificate by IDPH may exchange that certificate for a regular letter-sized version of the certificate upon request to IDPH, which further legitimizes our acceptance of the wallet-sized birth certificate as an acceptable identity document.

Additionally, some driver's license staff have been accepting short-form or wallet-sized birth certificates from customers born in another state, while other driver's license staff have been requiring those customers to present a long-form, or full-size birth certificate from the other state. We will no longer require a customer born in another state to present a long-form or full-size birth certificate, solely because that customer was born in another state, as long as the short-form or wallet-size birth certificate they are presenting contains all of the necessary pieces of information to issue the credential and is a certified copy, and does not otherwise appear fraudulent or questionable in nature.

MAY WE ACCEPT WALLET-SIZED OR SHORT-FORM BIRTH CERTIFICATES ISSUED IN ANOTHER STATE?

Yes, the policy of accepting the short-form or wallet-size birth certificate needs to be applied consistently across the state regardless of whether the customer was born in Iowa or another state. However, as always, please keep in mind your fraudulent document recognition training and consult with your supervisor if you have doubts about a document.

WHAT ARE THE 'NECESSARY PIECES OF INFORMATION' FROM THE SHORT-FORM OR WALLET-SIZED BIRTH CERTIFICATE I NEED TO ISSUE THE DRIVER'S LICENSE OR IDENTIFICATION CARD?

To issue the driver's license or identification card, we need to be able to view the customer's full name, date of birth, and in some cases, gender or sex. Please note, we do not always need the short-form or wallet-sized birth certificate to list the customer's gender or sex depending on what other documentation the customer has that lists their gender or sex (please see MVD PM

21-XX concerning this scenario). The birth certificate must also be certified or bear the issuing authority's certificate of authority. The birth certificate should also contain a "file number" and "file date" and/or "issue date."

The birth certificate may also contain the county of birth and the mother's and father's names, and while that additional information may be useful, it is not actually necessary information to issue either a driver's license or non-operator's identification card. However, as mentioned above, we have the authority in Iowa Code section 321.13 to request additional documentation if we have doubts about the authenticity of the birth certificate, and if after consultation with your supervisor or county liaison you are questioning a short-form or wallet-size birth certificate, you have the right to request that the customer provide a long-form birth certificate if we believe that additional information will assist in our ability to authenticate the document and issue the credential.

IS THERE AN EXAMPLE OF A WALLET-SIZED BIRTH CERTIFICATE ISSUED BY IDPH?

Yes, please see the example below:



IS THERE AN EXAMPLE OF A WALLET-SIZED OR SHORT-FORM BIRTH CERTIFICATE ISSUED BY ANOTHER STATE'S VITAL RECORDS OFFICE?

Yes, please see the examples below:

MARION COUNTY HEALTH DEPARTMENT
DIVISION OF HEALTH & HOSPITAL CORP.
222 EAST OHIO ST., INDIANAPOLIS, IN. 46204

295073

CERTIFICATE OF BIRTH

This Certifies, THAT ACCORDING TO THE RECORDS OF THE HEALTH DEPARTMENT

NAME _____

WAS BORN IN MARION COUNTY INDIANA, ON _____ YEAR _____

CHILD OF _____

BIRTHPLACE OF FATHER _____ BIRTHPLACE OF MOTHER _____

RECORD WAS FILED _____ CERTIFICATE NUMBER OR VOLUME AND PAGE #13643

DATE ISSUED May 25, 1990

B. Sheppard CLERK

[Redacted]



NOT VALID UNLESS MACHINE NUMBERED
AND SIGNED WITH MULTICOLOR RIBBON

[Redacted] 968147

[Signature] M.D.
MARION COUNTY HEALTH OFFICER

MAY 25 1990

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF HEALTH
VITAL RECORDS

Certification of Birth

DATE OF BIRTH [REDACTED]

FILE NO. 0858420-1951

DATE FILED 06-01-1951

COUNTY OF BIRTH MONTGOMERY

DATE ISSUED 04-23-2007

NAME [REDACTED]

SEX FEMALE

This is to certify that this is a true copy of the record which is on file in the Pennsylvania Department of Health,
in accordance with Act 88, P.L. 304, approved by the General Assembly, June 25, 1953.

Carlin B. Johnson
Carlin B. Johnson, M.D., M.P.H.
Secretary of Health

PH02-105 Rev. 8/06

Frank Yarnold
Frank Yarnold
State Registrar



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