

Motor Vehicle Division Policy Memo # 22-05

Special Identification Card Issuance for Iowa Government Employees

DATE: June 16, 2022

FROM: Darcy Doty, Director, MVD Customer Services Bureau

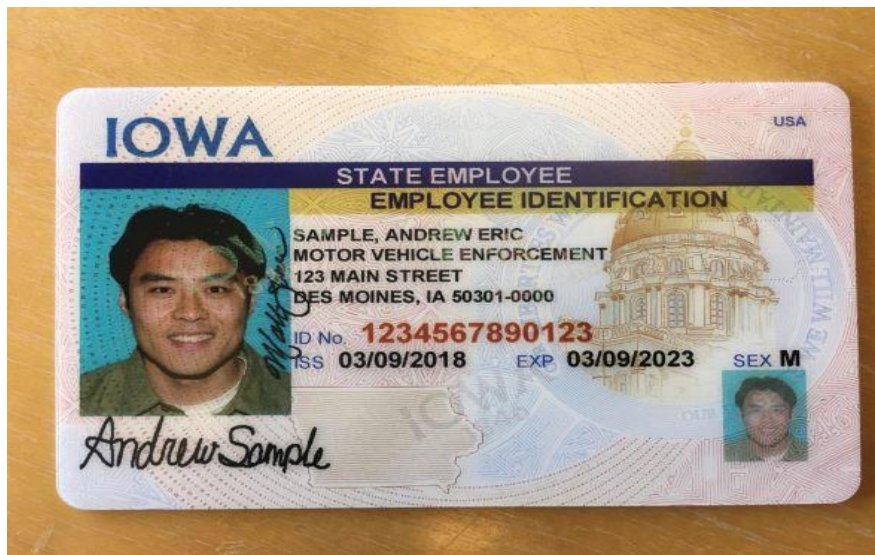
TO: All Motor Vehicle Division staff, Iowa County Treasurers and County Treasurer's staff that issue driver's licenses and non-operator's identification cards

SUBJECT

This memo explains the motor vehicle division's (MVD) revised policy regarding issuance of special identification cards, also known as "state employee identification cards" or "employee identification cards" for Iowa Government employees. This memo is most applicable to staff that have issued special identification cards in the past and who will continue to issue government employee special identification cards within the terms of the revised policy explained in further detail below.

SUMMARY

For several years, MVD has issued special identification cards to employees of a number of different government agencies in Iowa. The list of agencies has included employees of other state government agencies, such as the Iowa Department of Human Services (DHS), as well as employees of county or city government agencies in Iowa. Below is a sample image of a special identification card:



Issuing special identification cards to employees of other government agencies in Iowa is a service that MVD has voluntarily provided but is not a service that is mandated by law. To allow the Customer Services Bureau to focus its efforts on providing the core driver's license and non-operator's identification card services that are essential to Iowans, MVD is discontinuing its practice of issuing special identification cards to employees of other government agencies with one exception noted below.

Effective July 1, 2022, this will be the policy for issuing special identification cards:

- 1) MVD service centers will no longer issue special identification cards to an employee of any government agency *except* employees of the Iowa DHS.**
- 2) County treasurer locations will no longer issue special identification cards to an employee of any government agency, not even employees of Iowa DHS.**

CURRENT

MVD's current policy is for MVD service centers and county treasurer locations to issue special identification cards to employees of various government agencies in Iowa.

NEW

As stated above, effective July 1, 2022, MVD service centers will only issue special identification cards to employees of the Iowa DHS and county treasurer locations will cease issuing special identification cards to anyone.

BUSINESS IMPACT

This policy impacts MVD business processes related to special identification card issuance.

QUESTIONS AND ANSWERS

The following questions and answers provide information regarding the revised procedures for issuing special identification cards:

WHY IS THE CHANGE BEING MADE?

We have been issuing special identification cards on a voluntary basis for many years, but this service is not mandated by law. Eliminating issuance of special identification cards (with one exception) will allow us to place more focus on providing essential MVD services to Iowans.

WHY WILL MVD SERVICE CENTERS STILL ISSUE SPECIAL IDENTIFICATION CARDS TO IOWA DHS EMPLOYEES ON AND AFTER JULY 1, 2022?

Iowa DHS leadership has expressed they have a specific need for employee identification cards that meet certain requirements for them to carry out their government functions and cannot easily meet those requirements without continuing to utilize the ID produced by MVD. Because of the unique needs of Iowa DHS, we will be entering into an agreement with DHS to continue issuing their state employee identification cards until they can identify a comparable solution.

WILL COUNTY TREASURER LOCATIONS ISSUE SPECIAL IDENTIFICATION CARDS ON AND AFTER JULY 1, 2022?

No. Effective July 1, 2022, county treasurer locations will no longer issue special identification cards to anyone, not even Iowa DHS employees. Although county treasurers have issued special identification cards in the past, the fee structure outlined in Iowa Code section 321M.9 does not allow county treasurers to be reimbursed for issuing special identification cards. Because issuing

special identification cards is not mandated by law and because county treasurer locations cannot be reimbursed for providing this service, we decided to discontinue offering this service altogether at county treasurer locations.

WHAT SHOULD I DO IF A NON-DHS EMPLOYEE APPLIES FOR A SPECIAL IDENTIFICATION CARD AT AN MVD SERVICE CENTER ON OR AFTER JULY 1, 2022?

Politely inform the customer that effective July 1, 2022, we no longer issue special identification cards. While it is not confidential that we are continuing to issue special identification cards to DHS employees after this date, that is not helpful information to share with a non-DHS employee, so we recommend you simply state that it is no longer our policy to issue special identification cards.

WHAT SHOULD I DO IF A GOVERNMENT EMPLOYEE APPLIES FOR A SPECIAL IDENTIFICATION CARD AT A COUNTY TREASURER LOCATION ON OR AFTER JULY 1, 2022?

Politely inform the customer that effective July 1, 2022, we no longer issue special identification cards. If the applicant happens to be an employee of Iowa DHS, you may inform them that they can be issued a special identification card at one of the MVD service centers.

WHAT IS THE PROCESS FOR AN IOWA DHS EMPLOYEE TO APPLY FOR A SPECIAL IDENTIFICATION CARD ON OR AFTER JULY 1, 2022?

As stated above, on or after July 1, 2022, an Iowa DHS employee may only apply to an MVD service center to be issued a special identification card. County treasurer locations will no longer issue special identification cards to anyone.

Iowa DHS employees will still need to complete and submit Form 431059 and pay the required \$1.00 fee, and the issuance process should remain the same as it is today.

It is possible that the required fee for issuing a special identification card to a DHS employee will be increased to cover the actual costs of producing the card, but those negotiations are still under way with DHS. If there is a fee increase beyond the current \$1.00 fee, we will notify staff at the time we are ready to implement a fee change.

WHAT IS THE EXPIRATION DATE FOR A SPECIAL IDENTIFICATION CARD ISSUED TO A DHS EMPLOYEE ON OR AFTER JULY 1, 2022?

Eight years. While we know ARTS programming still allows us to choose an expiration date between 1 to 8 years, beginning July 1, 2022, all special identification cards issued to DHS employees must be issued with an 8-year expiration date.

WILL FORM 431059 BE UPDATED?

Yes, Form 431059, which is the form used to apply for a special identification card, will be updated to only apply to DHS employees.

Please note, any old stock of Form 431059 should be destroyed and no longer used on or after July 1, 2022.

HOW WILL DHS EMPLOYEES KNOW TO USE THE UPDATED VERSION OF FORM 431059?

We will notify DHS central office management that the revised version of Form 431059 is the form that must be used for DHS employee ID issuance on and after July 1, 2022. MVD service centers may also print off Form 431059 for a customer if needed or keep the form in stock if desired.

SHOULD WE REFUSE TO PROCESS AN APPLICATION FOR A SPECIAL IDENTIFICATION CARD IF THE DHS EMPLOYEE USES AN OLD VERSION OF FORM 431059 ON OR AFTER JULY 1, 2022?

No. If the form is completed properly, but is simply the old version of the form, we should not refuse to issue the special identification card. However, we may revisit this policy in the future if the fee is changed.

WHAT HAPPENS IF A DHS EMPLOYEE LOSES THEIR SPECIAL IDENTIFICATION CARD ON OR AFTER JULY 1, 2022?

Replacing a special identification card will require a new Form 431059 to be submitted and payment of the \$1.00 fee. The replacement card will be issued with a new 8-year expiration date.

WHAT IS THE RENEWAL PROCESS FOR SPECIAL IDENTIFICATION CARDS ON OR AFTER JULY 1, 2022?

All special identification cards that have expired will require a new Form 431059 to be submitted and payment of the \$1.00 fee. As noted above, all special identification cards issued shall have an 8-year expiration date.

HOW WILL MVD EMPLOYEES BE ISSUED EMPLOYEE IDENTIFICATION CARDS?

MVD employee are issued an employee ID badge when they are hired. This badge is renewed periodically and is often tied to building access. County treasurer employees who issue drivers licenses are also issued an employee ID badge. This employee ID badge is not the same thing as a special identification card. We will not issue special identification cards to any MVD or county treasurer employees.

WHAT IS THE PLAN FOR NOTIFYING IMPACTED AGENCIES THAT WE WILL NO LONGER ISSUE SPECIAL IDENTIFICATION CARDS ON OR AFTER JULY 1, 2022?

To prepare impacted agencies, we've been notifying them over the past 14 months that we will no longer be issuing special identification cards and have been assisting them in finding alternate employee badging systems if possible. Several employees have mentioned using the state issued ID card to book state lodging, however the DAS website provides a list of other acceptable forms of ID: <https://das.iowa.gov/procurement/agencies/hotel-motel-and-bb-listing>