



# City of Philadelphia

City Council  
Chief Clerk's Office  
402 City Hall  
Philadelphia, PA 19107

## Legislation Text

**File #:** 160151, **Version:** 1

Amending The Philadelphia Code by adding a new provision authorizing the City of Philadelphia to issue municipal identification cards to City residents, establishing standards, confidentiality provisions, and other related items regarding the cards; all under certain terms and conditions.

*THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:*

SECTION 1. Title 21 of The Philadelphia Code is hereby amended by adding a new Chapter 21-2600 as follows:

### TITLE 21. MISCELLANEOUS

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#### CHAPTER 21-2600. [RESERVED] MUNICIPAL IDENTIFICATION CARDS

§ 21-2601. *Municipal Identification Cards.*

*(1) Definitions. For purposes of this Chapter, the following definitions apply.*

*(a) "City" shall mean the City of Philadelphia, or any designated department, board, commission or agency thereof.*

*(b) "Entity That Receives City Funds" shall mean any recipient of a contract, grant agreement, or loan agreement from the City of Philadelphia.*

*(c) "Municipal Identification Card" shall mean an identification card issued by the City of Philadelphia that shall display certain information, including but not limited to, the cardholder's name, photograph, date of birth; and a renewal date. The card shall not identify the cardholder's gender.*

*(d) "Resident" shall mean a person who can establish that he or she is a current resident of the City of Philadelphia pursuant to Section 21-2604(1)(d).*

§ 21-2602. *Municipal Identification Card program.*

*A Municipal Identification Card program is hereby authorized subject to the provisions set forth in this Chapter, as well as such rules and regulations as may be necessary to effectuate the purposes of this Chapter.*

§ 21-2603. *Issuance of Municipal Identification Cards.*

*(1) The purpose of the Municipal Identification Card Program shall be to provide for a system whereby*

*a Municipal Identification Card shall be issued to any Resident who meets the application requirements set forth in this Chapter, consistent with the following:*

*(a) The City may establish reasonable fees to cover the costs of administering this Chapter. The City shall establish regulations providing Residents who cannot afford to pay such a fee with a full or partial waiver from payment.*

*(b) Applications for the Card shall be broadly disseminated, including, but not limited to, City offices where there is substantial contact with the public. The City shall also make applications available on-line.*

*(c) The Card shall bear the seal of the City, and shall be designed and produced in such a manner as to deter fraud.*

*§ 21-2604. Applications for Municipal Identification Cards.*

*(1) To obtain a Municipal Identification Card, an applicant must establish proof of identity and proof of residence within the City as follows:*

*(a) Applicants must present such proof of identity as the City reasonably deems necessary to establish identity, by submitting documentation including but not limited to, one or more of any of the documents listed in (i) through (v); or two or more of the documents listed in (vi) through (xii):*

*(i) a U.S. or foreign passport;*

*(ii) a U.S. driver's license;*

*(iii) a U.S. state identification card;*

*(iv) a U.S. Permanent Resident Card (commonly known as a "Green Card");*

*(v) a consular identification ("CID") card;*

*(vi) a national identification card with photo, name, address, date of birth, and expiration date;*

*(vii) a foreign driver's license; a U.S. or foreign military identification card;*

*(viii) a current visa issued by a government agency;*

*(ix) a U.S. Individual Taxpayer Identification Number (ITIN) authorization letter;*

*(x) an identification card issued by a Pennsylvania educational institution, including elementary, middle, secondary, and post-secondary schools;*

*(xi) a certified copy of a U.S. or foreign birth certificate;*

*(xii) a Social Security card.*

*(b) At least one form of identification used to establish identity shall display the applicant's photograph and date of birth.*

*(c) Notwithstanding the above, where the applicant is aged thirteen or under, he or she may establish identity using either (i) a certified copy of a U.S. or foreign birth certificate; or (ii) an appropriate combination of official medical or school records, provided that at least two of those documents display the applicant's date of birth.*

*(d) Proof of Residency. In order to establish residency, each applicant must present one of the following items, provided that the item includes both the applicant's name and residential address located within the City:*

*(i) a utility bill dated within the last thirty days;*

*(ii) written verification issued by a homeless shelter that receives City funding confirming at least fifteen days residency within the last thirty days;*

*(iii) written verification issued by a hospital, health clinic, or social services agency that receives City funding confirming at least fifteen days residency within the last thirty days;*

*(iv) a local property tax statement or mortgage payment receipt dated within the last thirty days;*

*(v) a bank account statement dated within the last thirty days;*

*(vi) proof of a minor currently enrolled in a City public school;*

*(vii) an employment pay stub dated within the last thirty days;*

*(viii) a jury summons or court order issued by a state or federal court dated within the last thirty days;*

*(ix) a federal or state income tax or refund statement dated within the last thirty days;*

*(x) an insurance bill (homeowner's, renter's, health, life or automobile insurance) dated within the last thirty days.*

*(e) If an original certified copy of a marriage certificate is presented at the time of application, an applicant may prove residency using documents bearing the name of his or her spouse. The City may by regulation provide that where an applicant aged thirteen or younger cannot produce any of the items set forth in this Section to prove residency, a parent or legal guardian may verify the applicant's residency, provided that the parent or guardian himself or herself would be eligible for a Municipal Identification Card.*

*(2) The City may by regulation provide for acceptance of additional forms of proof of identity and/or proof of residency.*

*(3) An application submitted on behalf of a minor must be completed by such minor's parent or legal guardian.*

*(4) The City may by regulation establish reasonably necessary procedures by which an applicant must verify that all documents proffered in support of his or her application are truthful, accurate, and authentic.*

*§ 21-2605. Confidentiality of Municipal Identification Card application information.*

*(1) The City shall not retain originals or copies of records provided by an applicant to prove identity or residency for a Municipal Identification card.*

*(2) The City shall not disclose information collected about applicants, and treat that information as confidential, to the maximum extent permitted by applicable laws.*

*(3) The City is prohibited from soliciting, collecting, maintaining, disseminating, or requiring that an applicant produce any information or documentation other than that required to establish that applicant's identity or residency pursuant to Section 21-2604.*

*§ 21-2606. Implementation.*

*(1) Information provided in applications shall be submitted under penalty of perjury.*

*(2) The Mayor shall designate departments, agencies, and other offices to coordinate with the City in developing and implementing a public promotion program designed to encourage residents to apply for the cards and to promote multiple uses for the Cards.*

*§ 21-2607. Access to Services.*

*(1) All City agencies, departments, and any Entity that Receives Funds shall accept a Municipal Identification Card as valid identification and as valid proof of residency in the City, unless such City department or 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.*

*(2) The City shall seek to expand the benefits associated with the Municipal Identification Card, by encouraging eligible persons to apply for the Card, and by promoting the acceptance of the Card among public and private institutions, including but not limited to banks, libraries, schools, hospitals, museums, and healthcare providers.*

*§ 21-2607. Language Assistance.*

*(1) The City shall provide language assistance to applicants for Municipal Identification Cards, in a manner consistent with all federal, state, and local laws.*

*(2) The City shall conduct training and community outreach to ensure meaningful access for limited English proficient individuals in the administration of the Municipal Identification Card program.*

**SECTION 2.** This Ordinance shall take effect immediately.

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**Explanation:**

[Brackets] indicate matter deleted.

*Italics* indicate new matter added.