

# Washington State Identocard Policy & Procedure

## FACT SHEET

June 2008

### CONTACT: PROGRAM CONTACT

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### Notice to Foster Youth, Caregivers & Independent Living (IL) Providers

Starting June 12, 2008, social workers can request WA State Identicards for youth placed in foster care, including youth placed in WA State through an Interstate Compact on the Placement of Children (ICPC).

### **How can youth in foster care request a WA State Identocard?**

- Ask the social worker to complete and submit the "Washington State Identocard form (DSHS form 11-077).
- Your social worker will submit the original form with a colored photo of you to the Department of Licensing (DOL). This is done in one of 3 ways:
  1. First Class Mail (allow DOL 7 business days to process the request before going to your local DOL office)
  2. Scanned and emailed (allow DOL 3 business days to process the request before you go to your local DOL office)
  3. Go with you in person to the local DOL to avoid any processing time
- If your information is e-mailed or mailed in, you will be given a copy of the form with any "additional documents" so that you may go to the local DOL office (after the identified processing time) to request your Identocard and have your picture taken.
- **You have 60 days to go to the local DOL to request your card.** If you don't request your card in 60 days, your social worker will have to submit a new request.
- Your social worker will keep a copy of the form in your file.

### **How much does it cost to get a WA State Identocard?**

WA State Identicards cost \$20.00

### **How will I receive my card?**

The youth will receive a temporary Identocard and the permanent one will be mailed.