

Legislative #

180153B

DRAFT for 10/11/18 General Policy Committee Meeting
CRA and CITY DEPARTMENTS – Requests for Identification from third parties

DEPARTMENT	TRANSACTIONS THAT INVOLVE REQUESTING IDENTIFICATION	CURRENT FORM(S) OF ID REQUESTED	POLICY, LEGAL AND RISK CONSIDERATIONS
Clerk of the Commission	Declaration of Registered Domestic Partnership – the form includes notary acknowledgment	Determined by the notary per Section 117.05, F.S., which specifies types of identification that a notary can rely on	The City could revise its form to remove the notary acknowledgement; however, the Declaration grants substantive legal rights, so further RISK ANALYSIS is recommended
CRA	Grant program documents– some forms include notary acknowledgment	Determined by the notary per Section 117.05, F.S., which specifies types of identification that a notary can rely on	The CRA could revise its application form to remove the notary acknowledgement; however for those grant programs that require the property owner to encumber their property (such as by second mortgage or easement), notary acknowledgement is required by Florida Statutes in order to record such document in the Official Records of the County.
Department of Doing	Paying with a credit card marked “see ID”	Any form of identification	None
	Authorization to obtain building permit under licensed contractor – the form includes notary acknowledgment	Determined by the notary per Section 117.05, F.S., which specifies types of identification that a notary can rely on	The City could revise its form to remove the notary acknowledgement
	Affidavit to obtain owner-builder building permit– the form includes notary acknowledgment	Determined by the notary per Section 117.05, F.S., which specifies types of identification that a notary can rely on	The City could revise its form to remove the notary acknowledgement
Gainesville Regional Utilities	Open a new account and make changes to an existing account	When customer is not physically present: identity verified by GRU’s credit/identity verification vendor When customer is physically present: photo	A valid Social Security Number or U.S. Visa is required by the Internal Revenue Service and the Fair and Accurate Credit Transactions Act

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		<p>ID and proof of SSN or U.S. Visa</p> <p>For non-residential accounts: verify identity of person applying and their authority to obligate the entity to debt</p>	
<p>Office of Equal Opportunity</p>	<p>Complaint of Discrimination Form and Affidavit Questions Form – the forms includes notary acknowledgment</p>	<p>Determined by the notary per Section 117.05, F.S., which specifies types of identification that a notary can rely on</p>	<p>The City could revise its forms to remove the notary acknowledgement; however, the complaint process grants substantive legal rights and initiates an investigation into allegations against a third party, so further RISK ANALYSIS is recommended</p>
	<p>Complainant Intake Acknowledgement Form – the form includes notary acknowledgment</p>	<p>Determined by the notary per Section 117.05, F.S., which specifies types of identification that a notary can rely on</p>	<p>The City could revise its form to remove the notary acknowledgement</p>
	<p>Minority and/or Woman Business Enterprise Certification Form</p>	<p>For Minority Owned business: Certified Birth Certificate which includes ethnic designation U.S. Passport (if country of origin is not USA) Naturalization records Foreign Birth Certificates Tribal Registration (applies to Native-American)</p>	<p>For consistency, the City follows the Florida Administrative Code requirements for the State Programs. Alternatively, the City could create its own requirements to verify domicile, residency, ethnicity, gender and person’s origin; however, the Certification grants a preference in procurement processes, so further RISK ANALYSIS is recommended.</p>

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		For Woman Owned business: Certified Birth Certificate which includes gender Driver's License	
	Service Disabled Veteran Certification Form	DD-214 (the official document issued by the Federal Government to document military service)	The form of ID currently accepted by the City allows City staff to verify the person's status as a service disabled veteran
Parks, Recreation & Cultural Affairs	To pick a child up from a camp, if person is not known to staff	Government issued ID	The City should be very concerned about releasing a child to an unknown person without verifiable ID, so further RISK ANALYSIS is recommended
	Artists check-in at art festival	Any form of ID	None
	Proof of veteran's status for Sweetwater Park pass	Driver's License with Veteran identifier, VA Hospital ID or DD-214	The forms of ID currently accepted by the City allows staff to verify the visitor's status as a member of a "discount" group
	To use golf club rental set until returned	Hold Driver's License	The City could consider other forms of security to ensure return of rental clubs
Regional Transit System	To make payment by check	Driver's License	The form of ID currently accepted by the City allows staff to reliably verify person is same as listed on the check
	Bus fare discounts for senior citizens, Medicaid and Medicare recipients, Veterans and active duty military, disabled persons, city college students	Photo ID with date of birth for seniors, Medicare or Medicaid Card, Veterans/Military ID, ADA photo ID, Student photo ID	The forms of ID currently accepted by the City allows staff to verify the rider's status as a member of a "discount" group

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	Bus pass programs for UF and Santa Fe faculty and staff and certain other employees	Gator 1 ID card, Santa Fe ID card, employer issued ID	The forms of ID currently accepted by the City allows staff to verify the rider's status as a member of a "discount" group
Gainesville Police Department	Criminal Offenses – as to the person arrested or given a Notice to Appear	Driver's License or other form of ID. If no ID, officer conducts DAVID search If ID cannot be verified, depending on type of criminal offense, the officer may arrest the person to avoid risk of flight, or officer may issue a Notice to Appear	Verification of ID or arrest provides constitutional safeguards against risk of flight or issuance of warrant in name of another person. Officers should retain discretion as nature and severity of crimes vary. In addition, staff has requested input from the State Attorney's Office, as that Office serves as the Chief Law Enforcement Official and Prosecutor for this Circuit.
	Criminal Offenses – as to person charged via sworn complaint	Driver's License or other form of ID If no ID, officer conducts DAVID search	Officers should retain discretion as nature and severity of crimes vary. In addition, staff has requested input from the State Attorney's Office, as that Office serves as the Chief Law Enforcement Official and Prosecutor for this Circuit.
	Criminal Offenses – victim or witnesses	Driver's License or other form of ID	Verification of ID provides constitutional safeguards against issuance of warrant in name of an innocent person and prosecution may rely/depend upon victims and witnesses. Officers should retain discretion as nature and severity of crimes vary. In addition, staff has requested input from the State Attorney's Office, as that Office serves as the Chief Law Enforcement Official and Prosecutor for this Circuit.
	Claiming seized evidence/property	((missing information from staff))	Verification of ID provides safeguard against returning property to incorrect person

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	Civil Citation	((missing information from staff))	Verification of ID provides constitutional safeguards against issuance of citation to innocent persons