



Special Identification Cards for State and Local Government Agencies and Organizations

Special identification cards are provided as a courtesy service by the Department of Motor Vehicles for employees in state and local governments. This includes employees of state agencies, local officers and their employees, defined as: treasurer, registrar, commissioner of the revenue, attorney for the Commonwealth, judges, clerks of circuit courts, magistrates, sheriffs, or constables of any county or city; police, fire department, volunteer rescue squads, and search and rescue teams; as well as persons appointed by the Governor to serve on boards, commissions or councils.

Before DMV can produce special identification cards, an agency must request participation in the special ID program. Once accepted into the program, each agency determines the manner in which it will control issuance of the cards for its employees. It is left to the agency's discretion to determine the representative authorized to sign and/or maintain the applications, maintain a listing of employees who have and will receive cards and to collect cards from employees upon expiration or if the employee leaves the agency.



There is a \$10 fee for each special ID card produced. Special ID applications submitted for individuals who hold a Virginia driver's license or ID card will be processed at DMV's headquarters location using the photograph already on file. Only those applicants who do not hold a Virginia driver's license or ID card will need to visit a DMV customer service center to have their applications processed and a photographs taken. All specials IDs will be mailed to the authorized representative at the sponsoring agency/organization to be distributed. Once special ID cards have been produced by DMV, they are the property of the participating agency/organization and DMV assumes no responsibility for their maintenance, use, or validity.

Requests to participate in the special ID program may be made by the agency's commissioner, director, administrator, or human resources officer and must be submitted to:

**Department of Motor Vehicles
Driver's License and ID Work Center
Room 419
P.O. Box 27412
Richmond, VA 23269-0001
Telephone 804-367-9700
Fax 804-367-1112**

Special Identification Cards — Data Formats

Special identification cards are available in five data-formats. All formats contain name, ID number, issue date, date of birth and expiration date. Fields unique to each format are listed below.

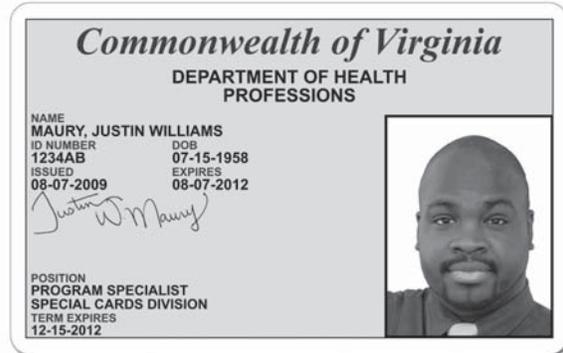
Format SI-1
Case Number
Location



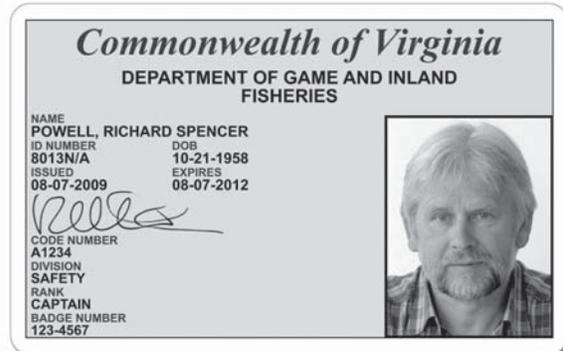
Format SI-2
Location



Format SI-3
Position
Term Expires



Format SI-4
Code Number
Division
Rank
Badge Number



Format SI-5
Badge Number
Company

