



LATOYA CANTRELL  
MAYOR

OFFICE OF HUMAN RIGHTS AND EQUITY  
CITY OF NEW ORLEANS



KAHLIDA LLOYD  
DIRECTOR

## Rules and Regulations of the Municipal Identification Card Program

These rules and regulations shall apply to the Municipal Identification Card Program that will be administered by the Mayor's Office of Human Rights & Equity (hereinafter "Administering Agency") and the Municipal Identification Card Program Staff.

### I. Authority

Pursuant to Section 2-1000 of the City Code and City Council Ordinance 34,868 approved on November 7, 2024, the Administering Agency of the City of New Orleans proposes the following rules and regulations relative to the implementation of the Municipal Identification Card Program including, but not limited to, regulations for determining compliance with the requirements for obtaining a municipal identification card.

### II. Purpose of the Municipal Identification Card Program

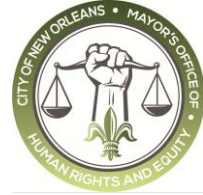
The Municipal ID Program aims to provide all residents of the City of New Orleans with a secure and inclusive form of identification that enhances access to city services, supports the local economy, enhances the quality of life of its residents and fosters a sense of belonging in the community. Specifically, the program serves the following purposes:

- A. Access to City Services:** The municipal ID card ensures all residents can access essential city services, programs, and benefits.
- B. Proof of Identity for Residents:** The municipal ID card provides a reliable form of identification for individuals who may not have access to state or federal identification, enabling them to navigate daily activities and official interactions with confidence.
- C. Accessibility and Inclusion:** The program is designed to be inclusive of all residents, reflecting the City's commitment to equity.
- D. Security:** The municipal ID card incorporates security features to prevent fraud, ensuring the integrity of the program while safeguarding residents' privacy.
- E. Benefits for Existing ID Holders:** For individuals who already have other forms of identification, the municipal ID card provides additional benefits, such as discounts at local businesses, fostering greater community engagement and supporting the local economy.



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### III. Definitions

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. ***Municipal Identification Card*** shall mean an identification card issued by the city.
- B. ***Resident*** shall mean any person who can establish that they are a current resident of the city.
- C. ***Administering Agency*** shall mean the agency that the Mayor designates to administer the Municipal Identification Card Program.
- D. ***Municipal Identification Card Program*** shall mean the program to administer and issue the Municipal Identification Card.
- E. ***Applicant*** shall mean a person, or in the case of a minor, their parent or guardian, who applies for a Municipal Identification Card.
- F. ***Application*** shall mean the application to obtain a Municipal Identification Card developed by the administering agency.
- G. ***Opting-in*** shall mean the applicant agrees to the retention of their data, which may include their legal name, date of birth, address, photograph, self-designated gender or name, and disability status.
- H. ***Opting-out*** shall mean the applicant declines the retention of their data, which may include their legal name, date of birth, address, photograph, self-designated gender or name, and disability status.

### IV. Program Administration

- A. The Mayor designates the Mayor's Office of Human Rights & Equity as the Administering Agency of the Municipal Identification Card program.
- B. The Municipal Identification Card Program provides a no-cost, government-issued identification card for all City of New Orleans residents. The program is fully funded by the City of New Orleans, ensuring that residents do not incur any fees to obtain the card.
- C. All city departments shall accept a Municipal Identification Card as valid identification and as valid proof of residency in the city, unless the department or entity has reasonable grounds for determining that the card is counterfeit or altered, or that the individual presenting the Card is not the individual to whom it was issued.
- D. A Municipal Identification Card shall be available to any applicant regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, partnership status, parental status, military status, source of income, credit history, criminal record or criminal history, housing status, or status as a victim or survivor of domestic violence, sexual assault, or human trafficking provided that the applicant completes an application and fulfills the requirements for proving identity and residency in the city as set forth in these rules and regulations.



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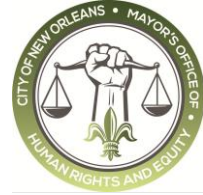
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- E. Alternative Address and Identity Verification Options:** The city shall provide alternative options for individuals who are victims or survivors of domestic violence, sexual assault, human trafficking, or those who are currently unhoused, to designate an alternative address and establish identity and residency without requiring a fixed address.
- 1. Letter of Care:** Applicants may demonstrate proof of identity and residency within the city through a Letter of Care issued by a community-based organization, religious institution, shelter, or other service provider, as deemed appropriate by the Administering Agency.
- F. Minors:** Applications for a Municipal Identification Card submitted on behalf of a minor (ages 10-17) must be completed by the minor's parent or guardian. The parent or guardian is responsible for providing the necessary documentation to verify the minor's identity and residency within the City of New Orleans. This includes documents submitted by the parent or guardian that show the parent or guardian's name and the minor's physical address in New Orleans.
- 1.** In cases where the parent or guardian may not be present, the program allows for partnerships with local schools to facilitate the issuance of the Municipal Identification Card to a minor enrolled in an Orleans Parish school. Schools can help process the application by verifying the minor's identity and residency through school records, such as enrollment forms or report cards.
- G. Individuals with Disabilities:** Individuals with disabilities may apply for a Municipal Identification Card independently, or with the support of a guardian or caregiver. The parent, guardian, or caregiver is responsible for providing the necessary documentation to verify the individual's identity and residency within the City of New Orleans.
- H. Program Administration Location:** The City shall designate a clearly identifiable and accessible location for the administration of the program, including the distribution of Municipal Identification Cards. The location shall be described in sufficient detail to ensure the public can easily identify and access the site.
- 1.** In selecting the location, the City shall prioritize the safety and privacy of vulnerable populations, including survivors of domestic violence, sexual assault, human trafficking, immigrants and other at-risk groups. The designated site shall not be situated in a manner that could draw undue attention to individuals seeking program services, such as placing it near law enforcement offices or in areas that could compromise their confidentiality and security. The City shall ensure the location complies with all applicable accessibility standards and is adequately equipped to handle program operations efficiently.



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**I. Pop-up and Mobile Site Outreach Events:** Pop-up and mobile site events will be regularly hosted by the Administering Agency at accessible locations to ensure equitable and meaningful opportunities for residents to obtain a Municipal Identification Card. These events will be designed with the safety and privacy of participants in mind, providing convenient access to services for all residents, including vulnerable populations. Adequate notice will be provided to the public to ensure awareness of these events and their locations.

**V. Card Specifications**

- A. The card, shall display, at minimum, the cardholder's photograph, legal name, date of birth, date issued, expiration date, identification card number, the seal of the city, and at the cardholder's option, address, the cardholder's self-designated gender, name, or their disability.
- B. The card shall be designed and produced in such a manner as to deter fraud.
- C. The card shall be valid for a maximum of six years from the date of issuance for adults aged 18 and over and a maximum of three years for minors aged 10-17, or when the cardholder is no longer a resident of the city.

**VI. Data & Confidentiality**

- A. The City will not retain originals or copies of records and any documents provided by an applicant to prove identity or residency for a Municipal Identification Card.
- B. The City shall not disclose information collected about applicants, and treat that information as confidential, to the maximum extent permitted by applicable laws.
- C. 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 this chapter.
- D. The City shall offer applicants the option to allow the retention of their demographic information and Municipal Identification Card record solely for the purpose of issuing a replacement card if needed.

**VII. Eligibility Requirements**

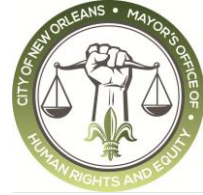
To obtain a Municipal Identification Card, an applicant must establish proof of identity and proof of residence within the city.

All City of New Orleans residents aged 10 and older who apply for a Municipal Identification Card and meet the eligibility requirements by providing documents totaling **five (5) points** shall



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receive a Municipal Identification Card. All documents may be produced as originals or copies. All documents must be clear and legible.

Refer to Exhibits A, B and C for **List A, B and C**, which outlines the acceptable documents for meeting this requirement.

In order to obtain a Municipal Identification Card, the required documents must prove the following:

- **Proof of Identity:** Applicants must provide documents totaling **four (4) points** to verify their identity.
- **Proof of Residency:** Applicants must provide documents totaling **one (1) point** to verify their residency within the City of New Orleans.

**A. Proof of Identity:** To meet the requirements for proof of identity, applicants must provide documentation totaling 4 points that proves their name, date of birth, and photograph.

In order to meet the requirements for proof of identity, applicants may provide **one document from List A** that shows their name, date of birth, and a photograph for a total of **Four (4) points**. Refer to Exhibit A for **List A**, outlining the documents that meets this requirement.

If an applicant does not have a document from List A, they must provide documents from **List B** to prove their identity for a total of **four (4) points**:

- One document from **List B** showing their **name and date of birth; two (2) points AND**
- One document from **List B** showing their **name and a photograph; two (2) points**
- **Total of four (4) points.**

[Refer to Exhibit B for **List B**, outlining the documents that meet this requirement.]

**B. Proof of Residency:** To meet the Proof of Residency requirement, applicants must demonstrate that they currently reside in the City of New Orleans at a physical address. **P.O. Boxes are NOT accepted**, even if located in New Orleans. The provided document must show the applicant's name associated with the physical address in New Orleans.



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Applicants must submit **one (1) document** from **List C**, which is valued at **one (1) point**, to fulfill this requirement. For children under the age of 18, a parent or guardian may provide documentation from **List C** that shows the parent or guardian's name and physical address of the minor in New Orleans.

### VIII. Application Procedure

#### A. Eligibility Check

1. **Residency Requirement:** Ensure applicant is a resident of the City of New Orleans. Applicants must provide proof of residency through accepted documents in List C.
2. **Age Requirement:** The program is open to all residents, including minors (ages 10-17).

#### B. Gather Required Documentation

1. Applicants must submit the following types of documents to meet the proof of identity and residency requirements:
  - **Proof of Identity (4 Points):**
    - Applicants must submit **one (1) document** from **List A**, which is worth **4 points** *or* **two (2)** separate documents from **List B** for a total of **4 points**.
  - **Proof of Residency (1 Point):**
    - Applicants must provide **one (1) additional document** from **List C**, worth **1 point**.
2. For **minors (ages 10-17)**, the parent or guardian must provide the required documentation to prove the minor's identity and residency on behalf of the minor.
3. For **individuals with disabilities**, the parent, guardian, or caregiver must provide the required documentation to prove the individual's identity and residency on behalf of the individual.
4. For survivors of **domestic violence, sexual assault, human trafficking**, or **unhoused individuals**, alternative residency verification options and alternative addresses are available.

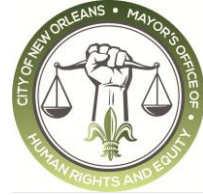
#### C. Complete the Application Form

1. Applications to obtain a Municipal Identification Card will be available online and in –person.
  - **Online application forms will be available on the** City of New Orleans website in multiple languages for **download only**.



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- **In-Person applications will be available at the** designated Municipal ID Application Center and outreach events. The location(s) where services will be provided or events will be held shall be publicly advertised, with adequate notice provided to ensure accessibility and awareness for the public.

**D. Present Application and Verification Documents**

1. Submit completed application and required documents to prove identity and residency. Application and verification documents will be returned to applicant after verification. No originals or copies of applications and documents will be retained.
2. Ensure all documents are clear, legible, and meet the City's requirements for proof of identity and residency.

**E. Review and Printing of Municipal Identification Card**

1. The Municipal Identification Card Program Staff will review the applicant's application and documents to verify proof of identity and residency and input eligible information to issue a printed Municipal Identification Card at the time of application.
2. Applicants receiving a Municipal Identification Card will be required to take a photo at time of application.

**F. Lost or Stolen ID Replacement**

1. If a Municipal ID Card is lost or stolen, a replacement may be obtained.
2. Applicants will be provided the option to opt-in to the City's retaining their card information for the purposes of printing a replacement card.
3. If an applicant opts-out to retaining of their card information, Cardholders will be required to complete an application and re-present the appropriate documentation to verify their identity and residency to receive a replacement card.

**IX. Naming of Municipal Identification Card**

1. The Municipal Identification Card shall be named by the Administering Agency.
2. The Administering Agency will finalize the naming of the Municipal Identification Card to ensure that it is marketable, reflects local identity, promotes accessibility and inclusion, and prevents misrepresentation of a state or federal identification.



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## EXHIBIT A

### LIST A

To meet the Proof of Identity requirement, applicant must provide **one (1) document** from **List A**.

Each document in List A is valued at **four (4) points**, as it verifies applicant's **name, date of birth, and photograph**. Providing a single document from List A fulfills the total point requirement for Proof of Identity.

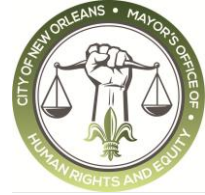
1. U.S. Passport book (current or expired)
2. U.S. Passport Card (current or expired)
3. Foreign Passport (current or expired)
4. U.S. State Driver's License (current, expired, or suspended)
5. Foreign Driver's License (current or expired)
6. Louisiana State Identification Card (current or expired)
7. Foreign Identification Card (current or expired)
8. Consular Identification Card (current or expired)
9. U.S. Certificate of Naturalization (with photo)
10. U.S. Certificate of Citizenship (with photo)
11. U.S. Military Identification Card
12. U.S. Military Independent Identification Card
13. U.S. Permanent Resident Card Issued by United States Citizenship and Immigration Services
14. I-766 Employment Authorization Card or Work Permit Issued by United States Citizenship and Immigration Services
15. Global Entry Identification Card
16. Enhanced Tribal Cards and Native American Tribal Identification Card (with photo)
17. Louisiana Learner's Permit (with photo)
18. Temporary Driver's License (with photo)
19. Department of Public Safety Corrections Prison Identification Card (with photo)
20. U.S. Coast Guard Merchant Mariner Card
21. Deferred Action for Childhood Arrivals Identification Card
22. U.S. Visa, issued by the United States Department of State (with photo)





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**EXHIBIT B**

**LIST B**

To meet the Proof of Identity requirement applicant must provide **two (2) documents from List B:**

- **One document** that verifies applicant's **name and date of birth** (1-18) (worth 2 points).  
*AND*
- **One document** that verifies applicant's **name and photograph** (19-24) (worth 2 points).

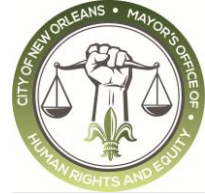
Together, these two documents must total **four (4) points** to satisfy the Proof of Identity requirement.

Documents verifying <i>name</i> and <u><i>date of birth</i></u> (worth 2 points)	
1. Birth Certificate (U.S. or Foreign)	11. Letter of care from a community-based organization, religious organization, shelter, or other service provider as the administering agency may deem appropriate providing proof of an applicant's name and date of birth
2. Birth Card	12. I-94 (Arrival/Departure Record) issued by the U.S. Customs and Border Patrol
3. Birth Registration Card or Certificate Issued by a State, Parish, Bureau of Vital Statistics	13. DD214 (military discharge papers)
4. U.S. or Foreign Hospital Record of Birth	14. Health Insurance Card (with date of birth)
5. Certificate of Report of Birth Abroad	15. Medicaid or Medicare Card
6. Consular Report of Birth Abroad	16. Medical Record(s)
7. Judgment of Adoption, Decree, Court Order, or Certificate of Adoption	17. Immunization Records
8. Religious Record <i>made before the age of five</i> showing the applicant's date of birth (such as baptismal certificate)	18. Taxpayer Identification Number Letter (ITIN)
9. Youth Work Permit	
10. Prison Release Documents or Letter from Probation Officer	



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Documents verifying *name* and *photograph* (worth 2 points)

19. Student Identification Card (U.S. or Foreign)
20. Government Employee Identification Card (City, Parish, State, or Federal)
21. Employment Identification Card
22. Veterans' Identification Card issued by the U.S. Department of Veterans Affairs
23. U.S. Labor Union membership or Identification Card
24. Firearm License



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## EXHIBIT C

### LIST C

To meet the Proof of Residency requirement, applicants must provide **one (1) document** from **List C**.

Each document in List C is valued at **one (1) point** and must show the applicant's name linked to a current physical address within the City of New Orleans. **P.O. Boxes are not accepted**, even if located in New Orleans. This single document satisfies the total requirement of **one (1) point** for Proof of Residency.

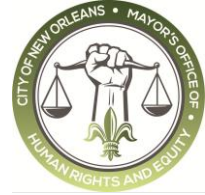
For applicants aged **10 to 17**, proof of residency may also be demonstrated through a parent or guardian's documentation showing the child's physical address in Orleans Parish.

1. Louisiana Voter's Registration Card
2. Current Lease or Rental Agreement
3. A school-issued document from a public or private school in Orleans Parish (within the last academic year)
4. Employment or Tax Records (W-4, W-2, 1099, or paystubs from the past 60 days)
5. Louisiana Vehicle Registration Certificate
6. Utility Bill (electric, gas, or water from the past 60 days)
7. Current Insurance Policy (Life, Health, Auto, or Home)
8. Two (2) Bank or Credit Statements from the past 60 days
9. Military Orders Issued
10. Non-legal Custodian Affidavit
11. Current Social Security Award Letter
12. I-797 Notice of Action, including any subtypes (I-797A, I-797B, I-797C, I-797D, I-797E, or I-797F), issued by USCIS with a notice date within the past 60 days.
13. Letter of Care from a community-based organization, religious organization, shelter, or other service provider as the Administering Agency may deem appropriate providing proof of an applicant's residency and specific address within the city
14. Current Award Letter or Benefit Verification Letter from a Federal Government agency that issues or provides disability benefits to disabled persons



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15. Current EBT Award Letter
16. Any piece of mail postmarked within the past 60 days, which shows the applicant's name and address, excluding unsolicited mail (i.e. junk mail)