


# Memorandum



**Date:** November 10, 2022

**To:** Department Directors

**From:** Daniella Levine Cava  
County Mayor 

**Subject:** Community ID Program Rollout

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On February 1, 2022, the Board of County Commissioners (Board) accepted [Directive # 211432](#), Report on the Community ID Program Plan and recognizing Branches, Inc. (Branches) as Program Administrator for a Community ID Program in Miami-Dade County. Branches has been working diligently over the past several months to implement the Community ID Program and is now beginning to issue Community IDs in Miami-Dade County.

The above-mentioned report detailed the various County services where a Community ID could be accepted when presented. Departments may soon begin seeing Community ID cards presented or submitted by residents and it is important that you and your employees are familiar with Community IDs and the services that can and cannot be accessed with this form of identification. In addition, in the spirit of the No Wrong Door initiative, County employees should be knowledgeable in how eligible residents can obtain a Community ID card.

To assist with the above, the attached *Miami-Dade Community ID: Frequently Asked Questions* document is provided to help answer many questions about the cards such as what they look like, services that can and cannot be accessed, and how residents can obtain them. Additionally, we will soon be offering a training video to further familiarize our employees with Community ID cards.

If you need additional information on the Community ID program, please contact Lydia Lopez, Assistant Director, Miami-Dade Public Library System at [LydiaLopez@miamidade.gov](mailto:LydiaLopez@miamidade.gov).

c: Geri Bonzon-Keenan, County Attorney  
Gerald Sanchez, First Assistant County Attorney  
Jess McCarty, Executive Assistant County Attorney  
Office of the Mayor Senior Staff  
Morris Copeland, Chief Community Services Officer  
Ray Baker, Director, Miami-Dade Public Library System

# Miami-Dade Community ID: Frequently Asked Questions

## What is the Miami-Dade Community ID Program?

In 2021 Commissioner Eileen Higgins sponsored [Resolution No. R-569-21](#) to develop a Community ID program in Miami-Dade County. In February 2022, the Board of County Commissioners accepted the [Directive Report](#) presented by Mayor Daniella Levine Cava to recognize Branches, Inc., as the community organization to issue Community IDs in Miami-Dade County and identified the County services that can and cannot be accessed with a Community ID.

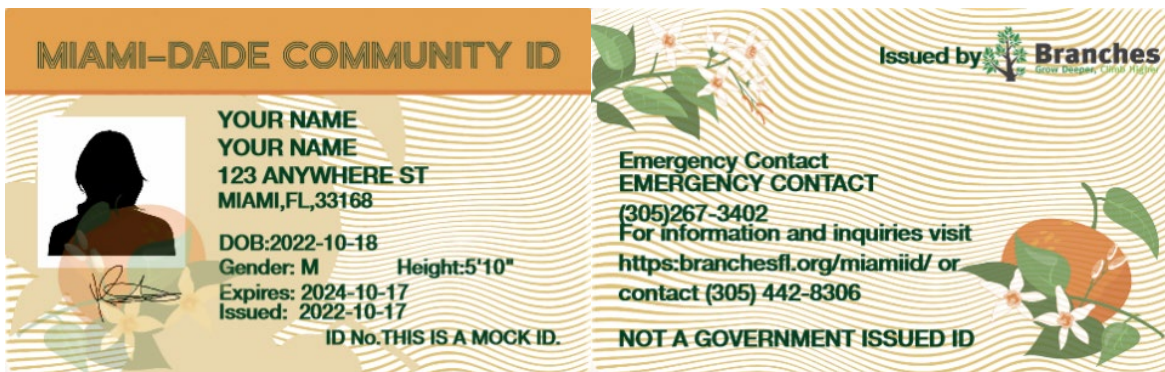
## Is Branches, Inc. part of the County?

No, Branches is a non-profit organization that was established in 1973 and has a long history of providing services to vulnerable populations in Miami-Dade County. Examples include student enrichment services, financial wellness services, and emergency and disaster response services. They have a good track record in managing community-based funding received in areas such as small business development and financial literacy.

Branches is also known for its work managing the Internal Revenue Service Volunteer Income Tax Assistance, VITA, Program. This program is branded as the Miami Tax Pros coalition and includes nearly two dozen local organizations and institutions. VITA is a program that has a close nexus to Community IDs in assisting residents who have limited knowledge and documentation with filing tax returns and applying for Individual Tax Identification Numbers, known as ITIN.

## What does the Miami-Dade Community ID look like?

This is what the card looks like:



## What information does the Miami-Dade Community ID include?

The person's photo, name, address, date of birth, gender, signature, height, expiration date, issue date, Branches-assigned ID number, and emergency contact person.

## What services can the cardholder access?

Currently, the cardholder can only use the card for certain Miami-Dade County services. It is up to municipalities, businesses, and other organizations to decide if they are able to accept the Community ID for the services they provide. The full list of which Miami-Dade County services the card can and cannot be used for can be found at the end of this document.

The Community ID is not a federal or state ID, nor is it issued by Miami-Dade County government. The card cannot be used as a driver's license, to vote, to board a plane or any social welfare benefits.

## Who can get a Miami-Dade Community ID?

Any resident living in Miami-Dade County who can provide the required proof of identity and residency (see next FAQ) can get a Miami-Dade Community ID.

## What documents do you need to obtain a Miami-Dade Community ID?

Individuals need to provide proof of identity and proof of residency:

Acceptable proof of identity (can be expired):

Either one document from List A or two documents from List B

### List A

- Passport of individual's home country
- Driver's license or ID card with visible hologram
- Foreign national ID cards or "voter ID cards" (from home country)
- Consular or embassy ID
- Previously issued Branches Miami-Dade Community ID Card
- Military ID cards, either from the US or from an individual's home country
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### List B

- DD214, DD1300 for Gold Star Parent or VIC/VIHC – Veterans Affairs or Hospital Identification Card
- Social Security Card
- Taxpayer Identification Number (ITIN)
- US voter registration card
- Naturalized Certificate
- Employment pay stub
- Insurance bill (homeowner's, renter's, health, life or automobile insurance)
- Income tax or refund statement

Acceptable proof of residence, one document from list below (must be within the past three months and include individual's name):

- Utility bill (cable, water, electricity, gas internet, phone)
- Rental agreement (if it is currently valid)
- Receipt for rent payment (only if receipt includes address)
- Bank statements
- Medical Bills
- Credit Card Bill

## What is the process to obtain a Community ID?

All participants must schedule and attend a Community ID sign-up event, at which they are required to go through an orientation on the benefits and limitations of the card. Community ID events will be held at locations throughout Miami-Dade County (at libraries, churches, community centers, etc.). The events last less than an hour.

## Where do you go to make an appointment or get more information about the Community IDs?

[www.miamiid.org](http://www.miamiid.org) or call 305.442.8306.

## Where are Community ID events?

They are scheduled throughout Miami-Dade County at libraries, churches, community centers, and at Branches, Inc. office locations.

## How much does a Miami-Dade Community ID cost?

The Community ID card costs \$15.

**What methods of payment are accepted?**

Accepted forms of payment are money orders, cashier's check, credit cards, debit cards.

**Will a Community ID be valid only in Miami-Dade County?**

Yes, Miami-Dade County will accept the Community ID card for select services. It is up to business and other organizations to accept the Community ID card.

**Are there any other counties or cities in Florida that have a Community ID Program?**

Yes, Palm Beach, Broward, and Alachua have Community ID cards in their counties.

**Do the cards expire?**

The cards expire two years from the date of issue.

**Process for renewing an expired Community ID card?**

The process for renewing is the same process to get the initial card, including the orientation training and \$15 fee.

**What happens if the person can't afford a Community ID?**

Branches has programs to assist those individuals who cannot afford the fee for a Community ID.

**If someone has these documents, why do they need a Community ID?**

Individuals may not have all the documents needed to get a government-issued ID or may have lost the documents.

**How can individuals who are homeless get a community ID? How do they provide proof of residency?**

Branches has partnered with various organizations who assist individuals experiencing homelessness and have a system in place to provide their residents with Community IDs.

**Can cards be mailed to PO Boxes?**

No, cards must be mailed to a physical address.

**Is fraud a concern with the Community IDs?**

While no identification card is full-proof, the Miami-Dade Police Department was consulted with in determining the various security measures (including a hologram) that have been included in the Community ID card.

**Are walk-ins accepted?**

No. For the initial rollout of the program, the process to obtain a Community ID card involves a required orientation training and group events. Other options for issuance of Community ID cards may be developed as the logistics of the program are further tested.

**What happens if a person can't use the website to book an appointment? Is there a number they can call?**

Yes, individuals can call 305.442.8306 for assistance in scheduling an appointment.

**How long does it take to get a Community ID mailed to you after attending an event?**

The cards will be printed and mailed to the address on file within two weeks.

**Who are these cards good for?**

Anyone who needs an identification card and can provide proof of identity and residency.

**Who can I contact for more information?**

If you need more information about the Community ID card, you can contact Lydia Lopez in Miami-Dade Public Library System at [LydiaLopez@miamidade.gov](mailto:LydiaLopez@miamidade.gov) .

# County Services Where a Community ID Would/Would Not be Accepted

## County Services Where Community IDs Could Be Accepted:

- Animal Services – Picking up lost pet
- Animal Services – Pet adoptions
- Animal Services – Registering a pet and payment transaction
- CAHSD – District 3 Senior Housing Assistance Program/SHARP (home repairs and rehabilitation)
- CAHSD- Rehabilitative Services (residential and outpatient treatment to adults diagnosed with substance use disorders)
- CAHSD- Head Start/ Early Head Start (comprehensive early childhood education and development program and family support)
- Communications – Baby Stroller Parking Permit (allows person to use baby stroller parking permit in designated spaces)
- Cultural Affairs – Culture Shock Miami Tickets for Teens and Young Adults
- Cultural Affairs – Golden Ticket Senior Arts Guide
- DSWM – Access to trash and recycling centers
  - ID would need bar code for it to work with DSWM system
- DSWM – Home chemical collection services
  - ID would need bar code for it to work with DSWM system
- DTPW – Commuter Reduced EASY Card (transit pass for low-income residents)
- DTPW – Discount Fare Media EASY Card (allows transit fares at half cost)
- DTPW – Golden Passport Easy Card (free annual pass for 65+ residents)
- DTPW – Golden Passport Easy Card (SSB) – (free annual pass for residents who receive social security benefit)
- DTPW – Patriot Passport EASY Card – (free annual pass for veterans who are honorably discharged with annual <\$30,100 income)
- DTPW – Special Transportation Services/STS Easy Card (allows riders to travel with STS for \$3.50 a one-way trip and use any other fixed route mode for free)
- DTPW – Transit Mobility Easy Card (free annual pass for residents whose annual income is <\$19,320)
- Finance – Auto tag applications
- Finance – Homestead Tax Deferral (application for Homestead Tax deferral)
- Finance – Local Business Tax Services, application for
- Finance – Public Disclosure Exemption
- Finance – Affidavits for refunds
- Finance – Refund Check Name Change
- Finance – Refund Check Pick Up
- Homeless Trust [through contracts with service providers] – Rapid Rehousing/RRH (short-to medium-term rental assistance with support services for eligible low-income individuals and families who are currently experiencing homelessness)
- Homeless Trust [through contracts with service providers] – Permanent Supportive Housing/PSH (non-time limited affordable housing with support services for chronically homeless households)
- Homeless Trust [through contracts with service providers] – Homeless Prevention (temporary rental and/or utility assistance for eligible low-income individuals and families who are at risk of becoming homeless)
- Homeless Trust [through contracts with service providers – emergency shelters and indoor meal programs (no ID required)
- Internal Services Dept. – Visitor access to SPCC and other buildings
- MDRF – COVID-19 testing and vaccines

- MDRR – Access to County shelters in the event of an emergency
- MDPD – Filing a police report (no ID required)
- MDPLS/Library – Full-access library card
- PROS – Active Older Adults (allows participants 55+ to register)
- PROS – Admissions (youth/child discounted admissions to Zoo Miami, Fruit & Spice, L&P Thompson Water Slide, Trail Glades Range, Deering Estates)
- PROS – Marinas/Docks (confirms identity of vessel owner or vendor for vessel repair)
- PROS – Memberships (North Pointe – rates for youth, seniors)
- PROS – Annual Parking and Boat Ramp Passes (patrons can buy annual pass to park vehicle)
- PROS – Scholarships (scholarships from commissioners for residents in their district)
- RER – Consumer Protection Division: Consumer complaints on business regulated by the Division which are: motor vehicle repair shop, locksmith business, vehicle immobilization, towing companies, moving companies, pain management clinics, personal injury medical providers, and water remetering companies. (Generally, no ID required anyway)
- RER – Consumer Protection Division: Consumer complaints against any business. (No ID required anyway)
- RER – Consumer Protection Division: Wage Theft Complaints (No ID required to file a complaint anyway)
- RER – DERM: “Adopt-a-Tree” allows for adoption of up to 2 trees per year (There are eligibility requirements, however)
- WASD – Connection of residences to water meters

**County Services Where Community IDs Could NOT Be Accepted (Due to other local, state, or federal requirements):**

- Aviation – Domestic passenger travel
- Aviation – International passenger travel
- Aviation – Airport identification badge application
- CAHSD – Beautification Program (exterior painting and landscaping assistance)
  - Funding source requires govt-issued ID
- CAHSD – Care to Share (FPL payment assistance)
  - Funding source requires govt-issued ID
- CAHSD – Computer Literacy
  - Funding source requires govt-issued ID
- CAHSD – Computer Maintenance/Repair Training/Education
  - Funding source requires govt-issued ID
- CAHSD – Countywide Home Rehabilitation Program (provides home repairs for low/moderate-income homeowners)
  - Funding source requires govt-issued ID
- CAHSD – Emergency Food and Shelter Program (provides one-time crisis assistance with utility bills, rent/mortgage, necessary food)
  - Funding source requires govt-issued ID
- CAHSD- Elderly Services (Including Meals on Wheels, Senior Centers, Home Care)
  - Funding Source requires Social Security Number
- CAHSD – Employability Skills Training (workshops include resume writing, mock interviews, dress for success)
  - Funding source requires govt-issued ID
- CAHSD – Family Development (assessment, goal identification, development of case plans, etc.)
  - Funding source requires govt-issued ID
- CAHSD – Farmworker Career Development (career development for farmworkers)

- Funding source requires govt-issued ID
- CAHSD – HOME (Liberty City) Rehabilitation Program (rehab loans to very low/low/moderate to rehab single-family homes)
  - Funding source requires govt-issued ID
- CAHSD – Housing Assistance Grants (HAG) – one-time relocation and utility deposit assistance to low income
  - Funding source requires govt-issued ID
- CAHSD – Job Development Assistance (job referral, job placement assistance/CareerSource Employment Centers and other providers)
  - Funding source requires govt-issued ID
- CAHSD – Low-Income Home Energy Assistance Program (LIHEAP) – assists low-income families with home heating/cooling costs
  - Funding source requires govt-issued ID
- CAHSD – Paint/Shutters – assistance to homeowners with exterior painting and/or accordion shutters
  - Funding source requires govt-issued ID
- CAHSD – Surtax Home Rehabilitation Program (rehabilitation loans for very low/moderate income families)
- CAHSD – Volunteer Income Tax Assistance (VITA) – free income tax prep to low-income residents
  - Funding source requires govt-issued ID
- CAHSD – Weatherization Assistance Program – energy efficiency measures (energy recovery ventilator, bathroom/kitchen exhaust fans)
  - Funding source requires govt-issued ID
- CAHSD – Youth Development Services – activities that support learning, character building, and leadership skills
  - Funding source requires govt-issued ID
  - Background checks for Youth Scholarships
- Corrections – Background checks for visitors
- Elections – Registering to vote
- Elections – Voting
- Finance – Auto Tag title and registration transactions
  - Regulated by Florida Statutes
- Juvenile Services – Release of client documentation (successful completion letters or other legal documents)
- Juvenile Services –Background checks for visitors prior to a client’s release from custody
- Human Resources
  - Processing new hires
- Internal Services (Real Estate Division) - requires official ID when fingerprints are needed for tenants leasing facilities and dealing with children, senior, or the disabled.
- Internal Services (Risk Division) – requires government issued IDs for in-person meetings to sign releases or issue checks. They also check driver licenses for anyone driving a County vehicle.
- Internal Services (Small Business Division) – requires official government-issued ID when firms register to become a Small Business
- Internal Services (Human Resources Division) - uses government-issued ID for job allocation
- MDFR – Records requests (medical/fire reports – HIPAA issues)
- MDPD – Background Checks
- Medical Examiner – Releasing deceased individuals to funeral home (requires govt-issued ID)
- Medical Examiner – Verifying relationship to deceased individuals (requires govt-issued ID)
- PHCD – Federal Housing Assistance Programs
- Sea Port – Access to docks for container movers
- Sea Port – Access to cruise ships



- RER – Board and Code Administration Division: Contractor license application, registration, database maintenance and building permitting support
- RER – Code Compliance: Contractor Complaint Form
- RER – Code Compliance Division: Compliance consent agreements, SMA Appeal Hearing
- RER – Building Division: Building permit application and owner-builder permit validation
- RER – Code Compliance Division: Consent agreements, buyer’s consent agreements, building code amnesty program, lien mitigations
- RER – Consumer Protection Division: Various Licenses such as motor vehicle repair shop, locksmith business, vehicle immobilization, towing companies, moving companies, pain management clinics, personal injury medical providers, and remetering companies
- RER – DERM: Various Operating and Construction Permit
- RER – Development Services: Zoning applications execution