

**Date:** July 10, 2025

**To:** Jim Cooney, License Division Manager

**From:** Sam Dawson, Business Outreach Specialist

**Re:** July 2025 Updates to the Municipal Identification Card Rules & Regulations

The Municipal Identification Card Rules & Regulations guidebook has been updated to align with changes to the License Division's data retention practices. The changes are reflected in the sections below:

1. The creation of Section VIII.C related to the renewal process for Municipal Identification Cards. Renewals are now subject to the same application process as new applications.
2. Section IX.B is updated so that the fee for a replacement City ID shall be \$10.
3. Section X.B is updated so City ID users must report changes to their name, gender, or address through a new application, and pay a fee pursuant to section IX.
4. Section X.C is removed.
5. Section XI.B.3 is created so that persons applying for a replacement of a lost, stolen, or damaged City ID must submit a new application and pay a fee pursuant to Section IX.

All these changes are reflected in the Municipal Identification Card Rule & Regulations guidebook, version 1.6.