

# Memorandum

Date : July 29, 2011

To : Associate Directors, Division of Adult Institutions  
Wardens

Subject : **VISITOR NOTIFICATION REGARDING THE MATRICULA CONSULAR DE ALTA  
SEGURIDAD IDENTIFICATION CARD**

Pursuant to a memorandum dated July 14, 2010 signed by Chief Deputy Secretary, Adult Operations, effective October 1, 2010, institution staff cannot use the Matricula Consular de Alta Seguridad (MCAS) Identification Card (ID) for conducting background clearing checks of prospective visitors. In recognition of the challenges faced by institution staff and visitors as a result of this change in policy, a process shall be put into action immediately to promote the smooth transition of visitors who have been previously allowed visitation using the MCAS ID. This process will allow visitors using the MCAS ID a reasonable opportunity to produce the required documentation without disrupting their visits unnecessarily.

For visitors who have previously been approved to visit using the MCAS ID, notification will be given that, effective 60 days from the date of the current visit, the visitor must produce required documentation necessary to conduct a thorough background check prior to being allowed to continue visiting.

The California Code of Regulations, Title 15, Section 3173 Processing of Approved Visitors, identifies several documents that approved visitors may use for proof of identification. It is imperative to distinguish between ID for approved visitors and the documents required for access to visiting.

The California Driver's License (CDL) and California (CA) ID card have been declared as primary identification documents by the California Legislature. While foreign passports with proof of legal entry into the United States (US) do not provide sufficient information necessary to conduct background clearances using the California Law Enforcement Telecommunication System (CLETS), these documents are adequate to obtain appropriate ID for this purpose. Through the use of the National Law Enforcement Telecommunication System (NLETS), our ability to conduct background clearances has been expanded to include ID and Driver's Licenses from every state within the US.

At least one of the following forms of ID should currently be required of prospective visitors, and will continue to be accepted for conducting background clearances:

- Valid CA State ID
- Valid CDL
- Valid ID issued by another US State
- Valid Driver's License issued by another US State
- US Military ID
- Social Security Number (SSN)

Associate Directors, Division of Adult Institutions  
Wardens  
Page 2


Legally, visitors are not required to provide a SSN, but when this information is offered, it is very useful in expediting background clearances.

While the CLETS system can be used to conduct background clearances based upon last name and date of birth (DOB), there are often numerous people associated with the same name and DOB. Other factors, such as height, weight, hair color, and eye color may reduce the number of possible matching entries, but still may not positively identify the prospective visitor; therefore, a thorough background clearance based upon the "personal, identifying, and arrest history information" of prospective visitors may not be possible without the above listed documents.

The CA Department of Motor Vehicles (DMV) accepts numerous forms of identification and documents for obtaining a CA State ID Card or CDL. Although the types of accepted documents are too numerous to identify here, this information is available on the CA DMV website at: [http://www.dmv.ca.gov/dl/dl\\_info.htm#BDLP](http://www.dmv.ca.gov/dl/dl_info.htm#BDLP).

The Division of Adult Institutions is currently in the process of amending the CDC Form 106 Visiting Questionnaire to remove disallowed forms of identification.

If you have any questions, please contact Mark Tillotson, Correctional Lieutenant, at (916) 324-0788.



TERRI MCDONALD  
Director (A)  
Division of Adult Institutions

Attachment

cc: George J. Giurbino, Deputy Director  
Debra Herndon, Associate Director  
Sara Malone, Chief Ombudsman  
Mark Tillotson, Correctional Lieutenant

# Memorandum

Date :

To : \_\_\_\_\_  
Visitor

Subject : **60-DAY NOTICE TO PROVIDE IDENTIFICATION DOCUMENTS FOR BACKGROUND CLEARANCE**

This memorandum serves as 60-day notice of your requirement to provide appropriate identification for background clearance. Effective 60 calendar days from today, \_\_\_\_\_, you must submit proper identification for background clearance in accordance with the California Code of Regulations, Title 15, Section 3172(e) Applying to Visit an Inmate. Failure to provide this information will prevent you from participating in the Visiting Program until received.

Please complete a new CDC Form 106 Visiting Questionnaire, identifying one or more of the following appropriate documents, and mail to your institution:

- Valid California Identification Card
- Valid California Driver's License
- Valid Identification issued by another US State
- Valid Driver's License issued by another US State
- US Military Identification
- Social Security Number\*

\*Legally, visitors are not required to provide a Social Security Number, but when offered, this document is useful in expediting background clearances.

Your signature below signifies your receipt of this notice. If you have any questions, please contact your institution, at ( ) \_\_\_\_\_.

\_\_\_\_\_  
Visitor's Signature

\_\_\_\_\_  
Name and CDC Number of Inmate

\_\_\_\_\_  
Name and Title of Staff Providing Notice

\_\_\_\_\_  
Date

cc: Visitor's File  
Inmate

**Gaines, Thomas@CDCR**

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**From:** Gaines, Thomas@CDCR on behalf of Katavich, John@CDCR  
**Sent:** Monday, August 08, 2011 2:55 PM  
**To:** Gaines, Thomas@CDCR  
**Subject:** FW: Visitor Notification Regarding the Matricula Consular De Alta Seguridad Identification Card  
**Attachments:** VISITOR NOTIFICATION REG. THE MATRICULA CONSULAR DE ALTA SEGURIDAD IDENTIFICATION CARD.pdf

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**From:** Mark, Melissa@CDCR  
**Sent:** Monday, August 08, 2011 12:33 PM  
**To:** CDCR Institutions DAI Associate Directors; CDCR Institutions Wardens  
**Cc:** McDonald, Terri@CDCR; Giurbino, George@CDCR; Subia, Richard@CDCR; Herndon, Debra@CDCR; Mendonca, Cherylann@CDCR; Malone, Sara@CDCR; Woodyard, Shirley@CDCR; Cambridge, Vaughn@CDCR  
**Subject:** Visitor Notification Regarding the Matricula Consular De Alta Seguridad Identification Card

Please see the attached memorandum.

Thank you-

**Melissa Mark**  
Office Technician  
Female Offender Programs and Services  
Department of Corrections and Rehabilitation  
P- (916) 322-8055  
F- (916) 323-2888