



<b>Subject:</b> <b>Processing Identification Requests</b>		
<b>Date Issued:</b> <b>01-29-88</b>	<b>Effective Date:</b> <b>11-11-11</b>	<b>Revision Number:</b> <b>3</b>

**POLICY**

It is the policy of the Racine Police Department to meet the identification processing needs of City of Racine residents or persons employed in the City of Racine, and to establish a fair assessment fee for providing this service. The Racine Police Department does not provide fingerprint cards or submit fingerprint cards for the requestor. The Department also does not complete fingerprint requests for immigration or concealed carry permits. ID processing is completed by appointment Mondays 9 A.M. – 11 A.M.

**DEFINITION:**

**IDENTIFICATION PROCESSING REQUESTS:** The process by which citizens can have their fingerprints recorded either for law enforcement or public sector purposes.

**PROCEDURE:**

Individuals requesting identification processing shall make an appointment by contacting the Identification Unit at 635-7780. When an individual arrives for their appointment direct the individual to the Public Service Counter and the following steps shall be taken:

**PUBLIC SERVICE COUNTER/ RECORDS:**

1. Check the warrant file for any active warrants and initiate an NCIC check and immediately, notify Communications and the Shift Commander if a warrant is located.
2. Collect the prescribed fee per individual (\$20) being processed, when appropriate.
  - a. A fee will be charged for identification processing in all cases:
    - (1) Watchman/Guard permit applications
    - (2) Employment Applications
    - (3) Adoption purposes
    - (4) Foster parents
  - b. The Shift Commander may approve other requests.
3. Prepare a cash receipt in duplicate.
  - a. Provide the person requesting the service with their copy of the cash receipt.
  - b. File the Public Service Counter copy of the receipt.
4. Record necessary information in the Identification Processing Log.
5. Notify the Identification Unit of the request.

**IDENTIFICATION UNIT:**

Process the individual as appropriate.

**RELATED PROCEDURES:**

[911 – Photographing and Fingerprinting of Juveniles](#)  
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