

**CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE**

Date: March 22, 2004

To: All Elected Officials and Department Heads

From: 
J. Michael Carey, City Clerk

Subject: **FOREIGN CONSULATE IDENTIFICATION CARDS**

The City Council recently adopted Ordinance No. 175853 that requires City departments to accept officially issued Foreign Consulate Identification Cards (FCIC), approved by the City Clerk, as valid identification (see attached).

Upon approval of a specific FCIC, the City Clerk will provide notification to all City departments that the FCIC can now be accepted. City departments and the public may also visit our web site at www.lacity.org/CLK/ (click on FCIC link) to view a current and complete list of approved FCICs.

In order to support implementation of the FCIC program, all City departments are requested to:

- Inform departmental staff about the FCIC program.
- Review departmental operating procedures to determine any necessary revisions to those procedures resulting from accepting FCICs as valid identification.
- Provide prompt notification to departmental staff when an FCIC approval notice is received from the City Clerk.

Departments are also advised that pursuant to Paragraph (f) of Ordinance No. 175853, City departments are not required to accept the FCIC as valid identification where: 1) a federal or state statute, administrative regulation or directive, or court decision requires the City to obtain different identification; 2) a federal or state statute, administrative regulation or directive preempts local regulation of identification requirements; or 3) the City would be unable to comply with a condition imposed by a funding source, which would cause the City to lose funds from that funding source.

If you believe that you will not be able to accept an FCIC approved by our office based on any of the above exemption categories, you should immediately notify my office.

If you have any questions regarding the FCIC program or require additional information, please contact Frank Martinez at (213) 978-1023 or via e-mail at fmartinez@clerk.lacity.org.

attachment