



Department of Public Safety and Correctional Services

Office of the Secretary

300 E. JOPPA ROAD • SUITE 1000 • TOWSON, MARYLAND 21286-9020
(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • VTTY (800) 735-2258 • www.dpsca.state.md.us

FACSIMILE COVER SHEET

Office of the Deputy Secretary for Operations

300 E. Joppa Road, Suite 1000

Phone # 410-339-5093 ♦ Fax # 410-339-4243/4240/4228

Ms. Naomi Tein

To: Ms. Jamie Hart, Health Systems Research, Inc.

Fax# 202-728-9469

pages 23
(Includes cover)

STATE OF MARYLAND
ROBERT L. EHRLICH, JR.
GOVERNOR
MICHAEL S. STEELE
LT. GOVERNOR
MARY ANN SAAR
SECRETARY
G. LAWRENCE FRANKLIN
DEPUTY SECRETARY
MARY L. LIVERS, PH.D.
DEPUTY SECRETARY

DIVISION OF CORRECTION
DIVISION OF PAROLE AND
PROBATION
DIVISION OF PRETRIAL
DETENTION AND SERVICES
PATUXENT INSTITUTION
MARYLAND COMMISSION
ON CORRECTIONAL
STANDARDS
CORRECTIONAL TRAINING
COMMISSION
POLICE TRAINING
COMMISSION
MARYLAND PAROLE
COMMISSION
CRIMINAL INJURIES
COMPENSATION BOARD
EMERGENCY NUMBER
SYSTEMS BOARD
SUNDRY CLAIMS BOARD
INMATE GRIEVANCE OFFICE

Fr: Mary L. Livers, Ph.D, Deputy Secretary for Operations
 Thomasina "Tomi" Hiers, Executive Assistant to the Deputy Secretary
 Ruwanda H. Davis, Executive Assistant for Program Coordination
 Janel Reaves, Special Assistant to the Deputy Secretary
 Valerie Ferrell, Executive Associate

Re: Follow-up - September 28-28, 2006 Learning Community Workshop

Comments: *Jamie, Naomi*
I apologize for such a lengthy fax, but I wanted to provide the follow-up materials that I promised during last week's session. Attached please find copies of MOUs between the Maryland Department of Public Safety and Correctional Services and other agencies to assist offenders with obtaining key pieces of identification. Please note that the MOU between DPSCS and the Motor Vehicle Administration signed in 2000, was terminated this past June. That agreement has been replaced with the one that commenced in April.

Also, information about the financial reinvestment strategy underway in Maryland can be found at the following link --
<http://www.safeandsound.org/site/more/index.htm>

I hope that this information is helpful to the other sites. If I can be of further assistance, please do not hesitate to advise.

CONFIDENTIALITY NOTICE

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SOCIAL SECURITY ADMINISTRATION **Philadelphia Region**
"Committed to Quality and Creativity in Public Service"

Refer to: S2D3B-8

MEMORANDUM

DATE: NOV 20 2000

FROM: Assistant Regional Commissioner
 Management and Operations Support

SUBJECT: Replacement Social Security Number (SSN) Cards for Prisoners—ACTION

See Below:

The Maryland (Reisterstown), MD field office has completed an agreement with the Maryland Division of Correction (DOC) to implement a special procedure to process requests for replacement SSN cards for U.S. born inmates in the State correctional facilities. Applications for original SSN cards and all SSN requests involving foreign-born inmates will be handled through normal procedures and are not covered by the agreement.

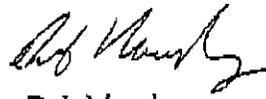
In lieu of an original document or copy certified by the custodian of the record (e.g., a copy of the original prison record), SSA has agreed to accept a letter on the DOC's official letterhead whereby the authorized DOC official certifies as having extracted pertinent identity information from the inmate's official DOC record.

Addressees:

DM, Baltimore (Dtn), MD	DM, Elkton, MD
DM, Baltimore (N), MD	DM, Glen Burnie, MD
DM, Baltimore (NE), MD	DM, Hagerstown, MD
DM, Baltimore (Reisterstown Rd), MD	DM, Salisbury, MD
DM, Baltimore (W), MD	DM, Westminster, MD
DM, Cumberland, MD	

Since your field office is parallel to a State correctional facility(s), we are requesting that you follow the POMS instructions and maintain a current list and sample of the signature(s) of the DOC official(s) in your service area authorized to sign the certification letter. For your reference, we have attached a copy of the agreement, a copy of the certification letter, and a list of the DOC correctional facilities. As a reminder, when field office staff review the SS-5 they should also determine if the prisoner is a beneficiary (RM 00203.510 J, GN 02607ff and DI 11505ff).

We hope this information will be helpful to you. Any questions concerning this subject matter may be directed to Bill Rivers, Programs Support Team at (215) 597-1759.



Bob Murphy

Attachments

1. Copy of Agreement
2. Copy of Certification Letter
3. List of DOC correctional facilities

cc:

AD, Area II

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

PARRIS N. GLENDENING
GOVERNOR
KATHLEEN KENNEDY TOWNSEND
LT. GOVERNOR
STUART C. SIMMS
SECRETARY



WILLIAM W. SONDERVAN, Ed. D.
COMMISSIONER
FRANK C. SIZER
DEPUTY COMMISSIONER

DIVISION OF CORRECTION
SUITE 310, PLAZA OFFICE CENTER
8778 REISTERSTOWN ROAD
BALTIMORE, MARYLAND 21215-2911
(410) 585-3300
TTY FOR THE DEAF: 1-800-735-2258
(MARYLAND RELAY SERVICE)

[Date]

Social Security Administration
[Street or P.O. Box]
[City, State, Zip]

RE: Inmate _____

Dear Sir or Madam:

Attached please find a completed Application for Social Security Number, Form SS-5, requesting a replacement social security card for the above-named individual.

I, the undersigned, personally certify that I have received and reviewed the above inmate's official prison records and that the identifying information shown below is accurate according to those records:

Name: _____
DOC ID#: _____ SSN: _____
Date of Birth: _____ Place of Birth: _____
Mother's Maiden Name: _____
Father's Name: _____

Other Names used by Inmate:

Other Social Security Numbers Used:

If you have any further questions, please contact me between the hours of _____
and _____. My telephone number is _____.

Sincerely,

[Name of Official]
[Title]

AGREEMENT FOR PROCESSING SOCIAL SECURITY CARDS FOR
DIVISION OF CORRECTION INMATES

The following is an agreement between the Social Security Administration (SSA) and the Division of Correction for the State of Maryland (DOC) for processing requests for replacement Social Security Number (SSN) cards for U.S. born inmates. Applications for original SSN cards and for foreign born inmates must be handled through normal procedures and are not covered by this agreement.

I. The Division agrees to:

- a. Complete a certification letter on DOC letterhead, providing identifying information to SSA from the Judge and Commitment Orders and/or a certified birth certificate. A copy of the suggested letter format is attached.
- b. Provide a current list and sample of the signatures of DOC officials authorized to sign the certification letter to each servicing social security office for individual institutions.
- c. Retain the card in file with the inmate's other personal effects. Only authorized persons will have access to these items. Upon release, the inmate signs for and receives the SSN card. If for any reason the card cannot be given to the inmate upon release, the card will be returned to SSA.
- d. Allow a SSA representative to review a sample number of the Judge and Commitment Order and/or the certified birth certificate annually.

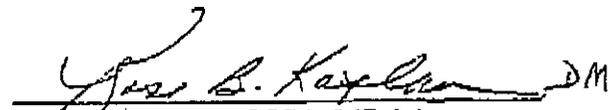
II. SSA agrees to:

- a. Control the issuance of multiple SSN cards by checking the numient for recently issued SSNs.
- b. Visit the institutions annually to verify that the information on a sample of the letters matches the information in the Judge and Commitment Order and/or the certified birth certificate, insure compliance for handling and storing SSN cards, and to update the signature records.



Signature of Commissioner,
Division of Correction

5/24/2000
Date



Signature of SSA Official

10/26/00
Date

**STATE OF MARYLAND
INTERAGENCY AGREEMENT**

BETWEEN

**THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Division of Vital Records**

AND

**THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES:
The Division of Correction**

This agreement between the Department of Health and Mental Hygiene acting through the Division of Vital Records (herein known as the DVR) and the Department of Public Safety and Correctional Services acting through the Division of Correction (herein known as the DOC) is established to create policy to assist the incarcerated offender who is in need of a birth certificate. The policy addresses the methods by which offenders may obtain copies of birth certificates and the procedures that the Division of Correction will use to process the applications.

Section I

A. DURATION

This agreement shall take effect on July 1, 2000 and shall continue unless and until one party terminates in conformity with Section B.

B. TERMINATION

This agreement may be terminated upon 30 days written notice by either party and amended in writing as necessary.

Section II

MAILING ADDRESSES

All notices, reports and correspondence to the respective parties to this agreement shall be sent to the following:

Assistant Commissioner Jack Kavanagh or Designee

Section III

ELIGIBILITY CRITERIA

Male and female offenders pending release from the custody of the Commissioner of Correction who meet the criteria listed below will qualify as potential recipients of the birth certificate issued by the DVR under this agreement.

Offenders must:

- a. reside in the State of Maryland and be within 6 months of release; and
- b. have no detainers that would result in their incarceration in another jurisdiction.

Section IV

DIVISION OF CORRECTION

The Division of Correction shall:

- a. establish a contact person and procedures at DOC Headquarters to resolve issues or concerns arising from this agreement;

- b. have staff direct problems and suggestions for the improvement of services under this agreement to this contact person;
- c. establish a contact person and procedures at each institution and facility to process application and payment;
- d. identify all offenders who meet the criteria in Section III of this agreement;
- e. identify an offender's birth name and commitment name;
- f. require the offender to transfer the fee/cost from their personal institutional account to a special account the finance department designates;
- g. provide offenders with an application form to be mailed to the DVR; and,
- h. require the inmate to sign a waiver authorizing staff to receive birth certificates for placement in the inmate's file.

Section V

DIVISION OF VITAL RECORDS

The Administration shall:

- a. provide policy, procedures and administrative staff to process an offender's application and payment for a copy of a birth certificate;
- b. provide DOC staff with eligibility criteria, applications and other administrative materials as necessary for offenders to apply for the DVR birth certificate documents;
- c. establish a contact person within the Division of Vital Records to handle issues arising from this agreement; and,
- d. have problems and suggestions for improving service directed to this contact person.

- review referrals from the DOC and notify the DVR contact person when additional information is needed or if other problems affect an offender's eligibility for a birth certificate;

In witness whereof, the undersigned duly authorized officers have subscribed their names on behalf of the Department of Health and Mental Hygiene and the Department of Public Safety and Correctional Services.

Jonathan P. Scener
 Deputy Secretary Operations
 Vital Records

Genova P. Sparks
 Deputy Director/State Registrar
 Division of Vital Records

May 15, 2000
 Date

Quinn D. Sullivan
 Commissioner
 Division of Correction

Jack Kavanagh
 Assistant Commissioner
 Division of Correction

May 10, 2000
 Date

**STATE OF MARYLAND
INTERAGENCY AGREEMENT**

BETWEEN

**THE DEPARTMENT OF TRANSPORTATION:
The Motor Vehicle Administration**

AND

**THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES:
The Division of Correction,
The Division of Parole and Probation**

This agreement between the Department of Transportation acting through the Motor Vehicle Administration (herein known as the Administration) and the Department of Public Safety and Correctional Services acting through the Division of Correction (DOC) and the Division of Parole and Probation (DPP), all collectively herein known as the Department, is established to create a procedure to assist the released offender who is in need of personal identification documents (e.g., State of Maryland Motor Vehicle Identification Card or Motor Vehicle Driver's License). The procedure will address the two types of offender identification cards provided by the DOC and how they will be used to meet the Administration's requirements for the issuance of a Motor Vehicle Administration Identification Card or Motor Vehicle Driver's License.

SECTION I

A. DURATION

This agreement shall take effect March 1, 2000, and shall continue unless and until one party terminates in conformity with Section B.

B. TERMINATION

This agreement may be terminated upon 30 days written notice by any party. This agreement may be amended in writing as necessary.

SECTION II**MAILING ADDRESSES**

All notices, reports and correspondence to the respective parties to this agreement shall be sent to the following:

For the Division of Correction:

Jack Kavanagh, Assistant Commissioner
6776 Reisterstown Rd, Ste. 310
Baltimore, Maryland 21215
410-585-3303

For the Motor Vehicle Administration:

Division of Driver Services
ATTN: Bruce MacLean
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062
410-768-7232

For the Division of Parole and Probation:

Vernon Skuhr
6776 Reisterstown Rd, Ste. 305
Baltimore, Maryland 21215
410-318-6007

SECTION III**ELIGIBILITY CRITERIA**

Male and female offenders released from the custody of the Commissioner of Correction who meet the criteria listed below will qualify as potential recipients of

the identification, card or licenses issued by the Administration under this agreement.

Offenders released shall:

- a. reside in the State of Maryland with a home plan verified by DPP; and
- b. have no detainers that may result in their incarceration in another jurisdiction.

SECTION IV

DIVISION OF CORRECTION

The Division of Correction shall:

- a. assign a contact person and establish procedures at DOC Headquarters to resolve issues or concerns arising from this agreement;
- b. have staff direct problems and suggestions for the improvement of services under this agreement to the named contact person;
- c. identify all offenders who meet the criteria in Section III of this agreement;
- d. identify an offender's birth name and commitment name;
- e. issue an offender who has a different birth name from the commitment name (alias) a DOC IDENTIFICATION RELEASE CARD (R CARD) with both names documented on the card;
- f. provide an offender whose birth name is the same as the offender's commitment name the INSTITUTIONAL IDENTIFICATION CARD

- (I CARD), modified by a punched hole and the stamping of a 30-day expiration date; and
- g. provide an offender being released on parole with documentation that will verify the offender's approved home plan address; and
- h. provide all released offenders, in addition to an identification card, a Driver's License or Identification Card, Application and a certificate of release.

DIVISION OF PAROLE AND PROBATION

The Division of Parole and Probation shall:

- a. assist the DOC in verifying the offender's home plan prior to parole release;
- b. verify the offender's home address within 20 days of the offender's release under mandatory supervision; and
- c. when necessary, assist a released offender in obtaining documentation and information and/or provide a released offender with documentation which verifies Maryland residence, a copy of a Motor Vehicle Administration Application and copies of any certificate of release.

SECTION V

MOTOR VEHICLE ADMINISTRATION

The Administration shall:

- a. provide policy, procedures and administrative staff to process an offender's application for a State of Maryland Motor Vehicle Identification Card or Motor Vehicle Driver's License;

- b. provide DOC staff with eligibility criteria, applications and other administrative materials as necessary for offenders to apply for the Administration's identification card or license;
- c. establish a contact person within the Motor Vehicle Administration to handle issues arising from this agreement;
- d. have problems and suggestions for improving service directed to this contact person; and,
- e. provide a monthly list (by DOC number) of releasees who obtained a Department of Motor Vehicle Identification.

The local branch of the Administration shall:

- a. review referrals from the DOC and DPP to determine if additional information is needed or if other problems affect an offender's eligibility for an identification card or license, and contact the DOC contact person if necessary;
- b. assist in the completion of the application process;
- c. accept the offender's release documents (parole, mandatory supervision, or expiration of sentence) and the offender's commitment documents as back-up identity verification; and,
- d. collect and destroy the DOC's IDENTIFICATION CARD (I CARD) or INMATE RELEASE ID CARD (R CARD) upon issuance of a Motor Vehicle Identification Card or a Motor Vehicle Driver's License.

In witness whereof, the undersigned duly authorized officers have subscribed their names on behalf of the Department of Transportation and the Department of Public Safety and Correctional Services.

[Signature]
Director of Operations
Motor Vehicle Administration

[Signature]
Commissioner
Division of Correction

[Signature]
Division Manager
Motor Vehicle Administration

[Signature]
Director
Division of Parole and Probation

[Signature]
Secretary Administrator
Department of Transportation
Motor Vehicle Administration

[Signature]
Secretary
Department of Public Safety and
Correctional Services

5/2/00
Date

5-22-2000
Date

STATE OF MARYLAND
INTERAGENCY AGREEMENT

Between

THE DEPARTMENT OF TRANSPORTATION:
The Motor Vehicle Administration

AND

THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES:
The Division of Correction,
Information Technology and Communications Division



SECTION I

A. DEFINITIONS

As used in this Agreement, the following terms have the following meanings:

1. "DPSCS" means the Department of Public Safety and Correctional Services.
2. "Identification Document" means State of Maryland Identification card, State of Maryland Motor Vehicle Driver's License, or change of address card issued in connection with this Agreement.
3. "MDOT" means the Department of Transportation.
4. "MVA" means Motor Vehicle Administration.
5. "Offender" means an individual who has been incarcerated for more than 18 months for an offense requiring registration with a supervising authority under § 11-704 of the Criminal Procedure article, and who has been designated by DPSCS as an appropriate candidate for services provided by this Agreement.
6. "ITCD" means Information Technology and Communications Division.
7. "DOC" means Division of Correction.

B. PURPOSE

This agreement between the Department of Transportation, acting through the MVA, and DPSCS, acting through the Division of Correction and the Information Technology and Communications Division, creates a procedure to provide an Identification Document to eligible Offenders. This agreement will replace and supercede any and all existing agreements between the MVA/MDOT and DPSCS regarding provision of Identification Documents.

SECTION II

A. DURATION

This agreement will take effect on _____, 200__, and shall continue unless and until either party terminates the agreement in conformity with Section II B (1).

B. TERMINATION

1. This agreement may be terminated upon thirty (30) days' written notice by either party.
2. Service to any individual facility may be discontinued immediately upon written notice from the Administrator of the MVA.
3. Any portion of this agreement may be amended upon written agreement between the Secretary of MDOT and the Secretary of DPSCS.

C. FORCE MAJEURE

Neither party is liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, earthquake, weather-related event, or other cause beyond such party's reasonable control.

SECTION III

A. MAILING ADDRESSES

All notices, reports, and correspondence to the respective parties to this agreement shall be sent to the following:

For DPSCS:

Mary Ann Saar, Secretary, or authorized designee
Department of Public Safety & Correctional Services
300 East Joppa Road, Suite 1000
Towson, Maryland 21286

Frank C. Sizer Jr., Commissioner
Division of Correction
6776 Reisterstown Road
Suite 310
Baltimore, Maryland 21215

Ronald C. Brothers, Acting Chief Information Officer
Department of Public Safety and Correctional Services
6776 Reisterstown Road, Ste 209
Baltimore, Md. 21215

For MDOT:

David Hugel, Administrator, or authorized designee
Motor Vehicle Administration
6601 Ritchie Highway, NE
Glen Burnie, Maryland 21062

With a copy to:

Robert L. Flanagan, Secretary, or authorized designee
Maryland Department of Transportation
PO Box 548
7201 Corporate Center Drive
Hanover, Maryland 21076

SECTION IV

A. ELIGIBILITY CRITERIA

Those eligible for the services under this agreement are limited to Offenders who are scheduled for release from custody within a time period to be determined by DPSCS, not to exceed sixty (60) days prior to such release date.

SECTION V

A. DPSCS RESPONSIBILITIES

DPSCS shall:

1. Assign a contact employee and establish procedures to resolve issues or concerns arising from this agreement;
2. Assign an on-site contact employee at each designated facility where service is to be rendered who will be available to the designated MVA employees;
3. Identify three (3) facilities, in conjunction with the MVA, for which service will be provided. Any change of the facilities shall be by mutual agreement;

4. Provide to the MVA a complete list of individuals, numbering at least ten (10) but not to exceed twenty (20), scheduled for product service two (2) weeks prior to each scheduled visit;
5. Designate an employee of DPSCS to retrieve and sign for completed Identification Documents from the MVA headquarters in Glen Burnie, Maryland;
6. Be exclusively responsible for maintaining appropriate safety and security of the Identification Documents while in its possession;
7. Be exclusively responsible for distribution of the Identification Documents to the respective Offenders at their respective times of release;
8. Be exclusively responsible for making timely payment in full for all billed services provided hereafter; and
9. Remit payment for services rendered to the MVA within thirty (30) days of receiving an invoice from the MVA.

B. PROCEDURES

DPSCS shall:

1. Make available secure and convenient parking facilities at the specified location for a minimum of one (1) MVA vehicle on the agreed upon dates of service;
2. Provide any MVA employee entering the correctional complex with an appropriate badge to allow entry without displaying the employee's name;
3. Provide each MVA employee with adequate security at all times in which the MVA employees are within the correctional complex;
4. Provide a secure room that meets the following requirements for MVA employees to perform individual services for the Offenders:
 - a. The selected room must have adequate power outlets to support all of the MVA equipment.
 - b. The selected room must have telephone access.
 - c. The selected room must have adequate lighting for operation of a camera.
 - d. DPSCS/ITCD will provide communications connectivity from the designated facilities to the MVA Glen Burnie site. DPSCS/ITCD will provide active ports on their network dedicated for MVA's use.
 - e. The selected rooms shall have access to secure restroom facilities that are unavailable to Offenders.
5. Allow only one (1) Offender in the room with the MVA employees at any time; and

6. Provide such other measures as may be reasonably necessary to protect the safety and welfare of the MVA employees.

SECTION VI

A. MVA RESPONSIBILITIES

The MVA shall:

1. Assign a contact person and establish procedures to resolve issues or concerns arising from this agreement;
2. Work with DPSCS to provide a schedule for dates of service in six (6) month increments;
3. Provide service at no more than three (3) mutually agreed upon facilities no more than one (1) day per month at each facility on weekdays between the hours of 8:30 AM – 4:30 PM including travel and setup time;
4. Provide service to at least ten (10) but no more than twenty (20) customers at each facility per visit;
5. Complete Identification Documents as a result of service within two (2) weeks of each service visit;
6. Notify DPSCS when the Identification Documents are ready for pickup;
7. Provide designated employees with all equipment necessary for agreed upon services;
8. Charge the appropriate amount specified by regulation or procedure for each product provided; and
9. Issue a monthly invoice detailing a list of services and Identification Documents provided to individuals at rates established by the MVA in accordance with COMAR;

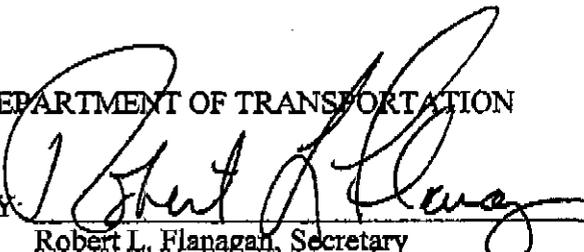
B. REQUIREMENTS

1. The scope of services offered by MVA to the Offenders at the correctional facilities shall be limited to:
 - a. Renewal of Maryland driver's license (unexpired or expired for a period of less than one (1) year);
 - b. Renewal of Maryland identification card;
 - c. New issuance of Maryland identification card; and
 - d. New change of address card.
2. All Offenders must present to the MVA employees at the time of service all documentation as required by the Code of Maryland Regulations Title 11, Subtitle 17, Chapter 06, or Title 11, Subtitle 17, Chapter 09.

3. All services under this Agreement shall be in accordance with established MVA policy and procedures except to the extent otherwise provided in this Agreement.
4. The parties agree that protecting the integrity of the MVA-issued Identification Documents is paramount, and as such the MVA reserves the right to deny any or all Identification Documents to Offenders as required for maintaining the integrity of the Identification Documents.
5. The MVA has the right to inspect and approve the facilities at all agreed upon service locations prior to and through the term of service to assure that the facilities fully comply with the terms of this Agreement.

In witness whereof the parties have entered into this Interagency Agreement to be effective as of the date provided in Section II A above.

DEPARTMENT OF TRANSPORTATION

BY: 
Robert L. Flanagan, Secretary

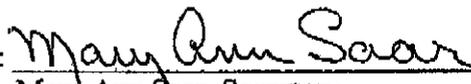
Date: 4/16/06

MOTOR VEHICLE ADMINISTRATION

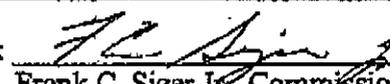
BY: 
David H. Hugel, Administrator

Date: 4/17/06

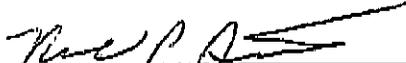
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

BY: 
Mary Ann Saar, Secretary

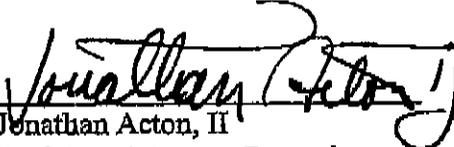
Date: 4-12-06

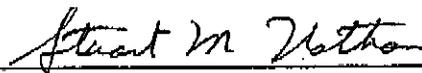
BY: 
Frank C. Sizer Jr., Commissioner

Date: 4/12/06

BY:  Date: 4/11/06
Ronald C. Brothers, Acting Chief Information Officer

Approved as to Form and Legal Sufficiency:

BY: 
Jonathan Acton, II
Assistant Attorney General
Principal Counsel for the MVA

BY: 
Stuart Nathan
Assistant Attorney General
Department of Public Safety and Correctional Services

I HEREBY CERTIFY the applicant is incarcerated by the Department of Public Safety and Correctional Services (DPSCS) and scheduled to be released within sixty (60) days, when registration with a supervising authority is required under Md. Code Ann., Crim. Proc. §11-704.

The applicant's name and address have been entered into the Maryland Sex Offender Registry (SOR). Under Criminal Procedure Article, §§ 11-701--11-721, a registrant who knowingly provides false information may be found guilty of a misdemeanor and may be subject to imprisonment for up to three years or a fine of up to \$5,000 or both. The DPSCS has employed the Home and Employment plan process to further verify the applicant's address.

I further certify the address provided is the official residence address of record with the DPSCS, where the applicant has registered as his/her domicile and has certified to DPSCS will be his/her residence after release.

Signature of Commissioner or Warden

Date