

# City of Topeka ID Card Program

The Topeka Police Department's City of Topeka ID Card Program is the first of its kind in the state of Kansas. The ID program is designed to help the unsheltered and indigent population in Topeka.



## About the Program

The City of Topeka ID Card Program is designed to bridge the gap for the unsheltered or those who otherwise wouldn't be able to afford or have the proper documentation to apply for a state issued ID. The city issued ID cards are free and available to anyone in need. The city issued ID cards will include the person's legal name, photo, signature, date of birth, personal demographics, address or last know location and a Kansas State ID card number if applicable. In order to qualify, individuals must go through the Topeka Police Department for this process. The City of Topeka ID cards can be used to apply for a job through Day Labor Services, apply for residency and more. It is important for people to understand that the City of Topeka ID cards are free, but they do not come with the same rights as a state issued ID card, driver's license or passport.

## Frequently Asked Questions (FAQs)

### How do you apply for an ID card?

Applications must be filled out in person during our weekly open house. The open house takes place every Thursday from 3:00 p.m. – 5:00 p.m. at the Law Enforcement Center located at 320 S Kansas Ave. Topeka, KS 66603.

### What should I bring with me to the open house?

If you have any form of ID, such as a birth certificate, a social security card or an expired driver's license, please bring it with you. If you don't have any forms of ID, you are still able to fill out an application. Please be aware that if you don't have any forms of ID, it may take longer to verify your identity.

### **How long does it take to receive my ID card?**

On average, it takes between one and three weeks to verify your identity and complete your ID card. If there are any issues confirming your identity, you can expect delays.

### **Where do I pick up my ID card?**

Your ID card can be picked up during the weekly open house. Hours for the open house are listed above.

### **Once I pick up my ID card, how do I apply for a state ID?**

When you pick up your ID card, you will need to sign up for an appointment. Appointments take place weekly, on Thursday's at 10:00 a.m. at the Kansas Department of Revenue's License Office. The office is located at 300 SW 29<sup>th</sup> St. **Note: You must sign up for an appointment. You cannot show up at the KDOR office without an appointment. There are no exceptions.**

### **What do I need to bring with me to the state ID appointment?**

You are responsible for getting yourself to the state ID appointment on time. You will need to bring your city ID card with you, as well as at least one document with your proof of address on it (if you have one). The state ID costs as much as \$25 including tax. You are responsible for bringing this payment with you to your appointment.

Anyone with questions about the City of Topeka ID Card Program can email [cotid@topeka.org](mailto:cotid@topeka.org). Otherwise, questions will be answered at the weekly open house.