



INSTRUCTIONS

CLASS A PHOTO IDENTIFICATION APPLICATION

Attached is the application for a Class A photo identification card. All questions must be answered completely. If a question is not applicable, write "not applicable" or "N.A." Applications that have not been completed properly will not be accepted and will be returned to the applicant without being processed. An application returned as incomplete will not be deemed submitted.

DOCUMENTS TO BE SUBMITTED

In addition to the application form, a number of documents must be submitted to the Commission in order for the application to be considered.

- Class A Photo Identification Application Notarized Certification, signed and notarized
- Notarized Release, signed and notarized
- Blank Access Control Card must be obtained before submitting your application for processing. This Blank Access Control Card must be submitted with the application for processing. Blank Access Control Cards may be obtained through your employer.
- Check or money order for the photo identification card application fee of one hundred and fifty dollars (\$150) and for the application background investigation fee of two hundred dollars (\$200). A separate check or money order must be submitted made payable to the New York City Business Integrity Commission.
- A separate money order or credit card only for fingerprint fee (\$75) made payable to NYC Business Integrity Commission. This payment is required at the time of appointment for fingerprinting.
- Proof of Residence – Copy of a utility bill (telephone/gas/electric), current lease agreement, or current mortgage payment. Note: If the utility bill is not under

applicant's name, a notarized statement from the person whose name appears on the bill is required, indicating the applicant resides at the address.

Along with any one of the following documents:

- State Driver's License and/or a Non-Driver's License
- Birth Certificate
- Marriage Certificate or court documents (original), if the name is different from what is on the Birth Certificate
- Military Discharge documents (DD Form 214)
- Naturalization Certificate or Passport

Photograph will be taken at time application is submitted.

THE APPLICANT MUST SUBMIT AN ORIGINAL PLUS ONE COPY OF THE APPLICATION AND ALL DOCUMENTS.

Applications submitted incomplete will not be processed and returned to applicant.

All applications may be submitted in person or mailed to:

**NYC Business Integrity Commission
100 Church Street, 20th Floor
New York, 10007**

If you have any questions about this application, please call 212-676-6222.