

INSTRUCTIONS

CLASS B PHOTO IDENTIFICATION APPLICATION

Attached is the application for a Class B 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 B Photo Identification Application Notarized Certification, signed and notarized
- Notarized Release, signed and notarized
- **For Fulton Fish Market employees only** - A Blank Access Control Card (photo identification card) must be obtained before submitting your application for processing. A Blank Access Control Card must be submitted with the application for processing. Blank Access Control Cards may be obtained through your employer.
- **All other public wholesale markets** - Photo identification cards will be issued by the Commission.
- All Class B photo identification applications must be submitted with a certified check or money order in the amount of \$100 (one hundred dollars) made payable to the New York City Business Integrity Commission.
- 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.

And 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

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.