

## HELPING NEW YORKERS ACCESS IDENTIFICATION

August 4, 2011

### EXECUTIVE ORDER No. 150

WHEREAS, having Federal, State, or City government-issued personal identification is often necessary to participate in various activities and access benefits that are important for living in the City of New York; and

WHEREAS, personal identification such as a birth certificate, Social Security card, state-issued driver's license or non-driver identification card, U.S. Permanent Resident Card or Individual Taxpayer Identification Number (ITIN) is required in numerous contexts such as opening bank accounts, cashing checks, signing leases, applying for college, and obtaining employment; and

WHEREAS, having personal identification is necessary to obtain certain government benefits and services, including public assistance, cash assistance, and access to recreational facilities; and

WHEREAS, City agencies are well positioned to and should, provide information to clients regarding the importance of having such personal identification and how to obtain it;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered that:

Section 1. It shall be the policy of the City of New York to provide information to individuals about how they can obtain the various forms of City, State, and Federal government-issued identification, and, where appropriate, to assist them with the process for applying for such identification.

§ 2. The Office of Operations, in conjunction with the Deputy Mayor for Health and Human Services, shall work with those City agencies set forth herein to develop and implement a process for identifying the relevant forms of government-issued identification that are available, distributing information on the value of each such form of identification and how to obtain it, and, where appropriate, assisting individuals in completing applications for such identification. These agencies include: the Administration for Children's Services, Department of Consumer Affairs, Department of Correction, Department of Health and Mental Hygiene, Department of Homeless Services, Department of Housing Preservation and Development,

Human Resources Administration, Department of Parks and Recreation, Department of Probation, Department of Youth and Community Development, the New York City Housing Authority, the Department of Education, the New York Public Library, the Brooklyn Public Library, the Queens Public Library, and the New York City Health and Hospitals Corporation.

§3. The plans developed by each agency to implement this Order shall include, but not be limited to, the following components:

- (a) Designation of specific agency employees to coordinate, implement and oversee such efforts. Such designation shall be made within 45 days of the effective date of this Order.
- (b) Identification of appropriate points in the agency-client interaction, such as intake and discharge processes, to encourage clients to obtain the types of personal identification described in this Order, provide information on how to obtain it, and assist clients in completing applications for identification.
- (c) Plans for training agency employees using the training materials developed by the Office of Operations and Department of Citywide Administrative Services pursuant to Section 7 of this Order.
- (d) Protocols to provide special assistance to clients who are especially vulnerable or disconnected such as youth aging out of foster care, immigrants, limited English proficient individuals, homeless youth, and people who have had encounters with the criminal justice system.
- (e) Quality assurance measures to ensure protocols are in place and are effectuated according to the agency plan.

§ 4. Agencies shall review their own personal identification requirements and consider, where practicable, what additional types of personal identification they might issue to satisfy their own requirements.

§ 5. The agencies identified in Section 2 of this Order shall include, in any new contracts or renewals of existing contracts with contractors, a provision requiring them to conform with the agency's plans developed pursuant to this Order, provided that such contractors interact with the public in the daily administration of their business under their contracts.

§ 6. NYC 311 and NYC.gov shall provide information on the value of government-issued identification and how to obtain it, and NYC 311 shall provide appropriate assistance to individuals in completing applications for identification.

§7. The Office of Operations and the Department of Citywide Administrative Services shall develop training for agencies about forms of personal identification, their uses, and the processes for applying for such identification.

§ 8. The application of the provisions of Sections 2 through 5 of this Order affecting the Department of Education, the New York City Housing Authority, the New York City Health and Hospitals Corporation, the New York Public Library, the Brooklyn Public Library, and the Queens Public Library, shall be contingent upon the written concurrence of those entities.

§ 9. The plans required by this Order, unless otherwise specified, shall be completed no later than 180 days from the effective date of this Order.

§ 10. This Order shall take effect immediately.

Michael R. Bloomberg  
Mayor