Residency Letter from a Homeless Shelter
[Shelter address will be on IDNYC card]

To IDNYC Program:

I write on behalf of _____ (Applicant's Name) and his or her application for an IDNYC card. I affirm that I am an executive-level official (or designee thereof) at the shelter named below, which is an NYC DHS operated or contracted homeless shelter located within New York City. This shelter provides services to homeless individuals, and receives funding from the City of New York. I further affirm that the applicant has been residing in the above named shelter for at least 15 days, and that clients may reside here for longer than 30 days.

The applicant's CARES ID# is _____

Please fill in the following information about your organization:

Name _____

Address: _____ City:_____ Zip Code:_____

This is a: ☐ New York City Agency ☐ Nonprofit Organization ☐ Religious Institution

By signing below I agree to an investigation conducted by the City of New York to verify or confirm the information I have submitted.

Thank you,

_____ _____

Signature of Executive-level official or designee Print Name and Title

_____

Name, Phone and Email of Caseworker or other employee who can confirm the information in this letter

_ _ / _ _ / _ _ _ _

Date signed (mm/dd/yyyy)

* This letter must be submitted at an IDNYC Enrollment Center no more than 60 days after the date signed.

**The card will display the shelter's street address, but will not indicate that this residence is a shelter.

IDNYC-7
February 2017