CARETAKER LETTER for Applicant of Any Age from Social Security Representative Payee Organization

To IDNYC Program:

I write on behalf of _____ (Applicant) and their application for an IDNYC card. As the signatory of this letter, I verify that I am an executive-level official of the organization named below. **I understand that in addition to this letter, the applicant must present a copy of the letter from the Social Security Administration appointing this organization as applicant's Representative Payee.**

_____

Name of Organization

_____

Address: Number and Street City, Borough Zip Code

According to our records the applicant lives at the following address:

_____

Number and Street City Zip Code

I authorize the following employee to represent the organization and accompany the applicant at the IDNYC enrollment center:

_____

Name and Title of Employee

****Employee must bring 3 points of identity documents, including their Employee Photo ID****

Thank you,

_____ _____

Signature of Executive Level official Print Name

_____ _ _ / _ _ / _ _ _ _

Title Date signed (mm/dd/yyyy)

_____ _____

Name, Telephone and Email of employee who can confirm the information in this letter

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