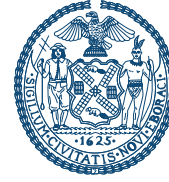




IDNYC Applicant Document Guide



You must meet the following criteria to apply for an IDNYC card:

1. At least 4 points of documents with at least 3 points proving identity and at least 1 point proving residency in NYC.
2. At least 1 of the documents submitted must have a photo, unless applicant is accompanied by a caretaker.
3. At least 1 of the documents submitted must include date of birth.
4. Applicants must be at least 10 years old to apply for an IDNYC card. Applicants ages 10–13 must be accompanied by a caretaker who will sign the application on their behalf. For more information, please refer to the caretaker section on page 2 of this document.

No expired documents will be accepted unless specifically mentioned below.

Only original documents and copies certified by the issuing agency will be accepted; laminated documents will be accepted only if they were originally issued in a laminated state.

YOU CAN USE THE DOCUMENTS LISTED BELOW TO APPLY FOR YOUR IDNYC CARD.

DOCUMENTS WITH AN ASTERISK (*) ARE ACCEPTED AS PROOF OF DATE OF BIRTH.

FOR MORE INFORMATION, VISIT THE IDNYC WEBSITE AT WWW.NYC.GOV/IDNYC.

FOR APPLICATION INSTRUCTIONS PLEASE SEE THE BACK OF THE IDNYC APPLICATION.

Four (4) Point Documents - Proof of Identity & Residency

- NYS DMV Driver License, Learner Permit, or Non-Driver ID Card with current NYC address. An expired NYS DMV license/permit/ID will be accepted if presented with an unexpired DMV interim license/permit/ID bearing the same ID number.*
- U.S. Department of State Driver License or Non-Driver ID card with current NYC address*
- IDNYC card with current home address*
- NYC Police Department (NYPD) Restricted Handgun License with current NYC address*

***cont...* Four (4) Point Documents - Proof of Identity & Residency**

- IDNYC Middle School Card application signed by caretaker presented at school enrollment and verified by DOE
- Letter for Current HRA Clients Lacking Photo ID/IDNYC-23*

This is also valid for Proof of Residency

Three (3) Point Documents - Proof of Identity

- U.S. Passport or U.S. Passport Card*
- Foreign passport (machine readable)*
- U.S. State Driver License or Learner Permit photo ID*
- U.S. State ID card*
- U.S. Permanent Resident Card (Green Card)*
- Certificate of U.S. Citizenship/Naturalization*
- U.S. Merchant Mariner Credential*
- U.S. Department of State Driver License or Non-Driver

cont... **Three (3) Point Documents - Proof of Identity**

- ID card without current home address*
- NYS Department of Corrections and Community Supervision (DOCCS) Released Offender ID card (dated within 1 year)*
- NYS Unified Court System Attorney Secure Pass ID card*
- Common Access Card (for active duty, retiree, or reservist military personnel)*
- Current U.S. Work Permit*
- U.S. Tribal ID*
- NYS Electronic Benefit Transfer (EBT) card/CBIC with photo*
- IDNYC card without current home address*
- ID Issued by the Eastern District of New York Pretrial Services Agency*
- I-94 Form with Photo and Fingerprint Issued by the U.S. Department of Homeland Security*

cont... **Three (3) Point Documents - Proof of Identity**

- Global Entry Card*
- Municipal Identification Card approved by HRA*
- Printout from the NYC Department of Probation Database with Demographic Information and Photo*

Two (2) Point Documents – Proof of Identity

- Foreign passport (not machine readable)*
- Expired U.S. Passport or Passport Card (up to 3 years expired; machine readable)*
- Expired foreign passport (up to 3 years expired; machine readable)*
- Consular ID card*
- U.S. Veteran ID Card issued by the VA
- U.S. Veteran Health ID Card issued by the VA
- U.S. federal, state, or local government employee ID
- U.S. birth certificate*
- Visa issued by U.S. State Department*

cont... Two (2) Point Documents – Proof of Identity

- Foreign Driver License (machine readable)*
- Foreign national ID card (machine readable)*
- Social Security Card
- Expired IDNYC card – with or without current address (more than 6 months and less than 3 years after expiration date)
- U.S. ITIN Assignment Letter
- U.S. Uniformed Services ID*
- NYS Education Department Professional ID card
- NYC Summer Youth Employment Program (SYEP) Verification Form (also proves residency)*
- NYS DMV Interim Driver License, Learner Permit, or Non- Driver ID card*
- Approval Notice on Form I-797, I-797A, I-797B or I-797D issued by U.S. Citizenship and Immigration Services (USCIS)

cont... Two (2) Point Documents – Proof of Identity

- NYC DOE Student Verification Form; caretaker is present
- I-220B Form - Order of Supervision Issued by U.S. Immigration and Customs Enforcement (also proves residency)
- I-220A Form - Order to Release on Recognizance Issued by U.S. Immigration and Customs Enforcement
- I-385 Form - Alien Booking Record issued by U.S. Immigration and Customs Enforcement*
- Federal Bureau of Prisons Inmate Identification*
- NYC Taxi & Limousine Commission Driver License
- Tibetan Greenbook*
- Expired NYS DMV Driver License (less than 5 years expired)*

One (1) Point Documents - Proof of Identity

- Foreign national ID card (not machine readable)*
- Foreign birth certificate*
- Foreign military photo ID card*
- Foreign Driver License (not machine readable)*
- Educational institution ID card: middle school, high school, university, college, and post-secondary school*
- NYC Department of Education (DOE) Student Verification Form (also proves residency); must be presented with student ID if student is not accompanied by a caretaker.*
- Diploma from a U.S. high school, high school equivalency program, or U.S. post-secondary school, college, or university
- U.S. school transcript from high school or post-secondary school, college, or university
- NYS EBT card without photo*
- NYC SYEP ID card

cont... **One (1) Point Documents - Proof of Identity**

- U.S. union photo ID
- Employee, consultant, or board member ID card from organization located in U.S. including clergy ID
- Marriage, civil union, domestic partnership or divorce certificate*
- MTA MetroCard for seniors and people with disabilities
- MTA Access-A-Ride ID card
- U.S. voter registration card
- U.S. Selective Service Registration card or letter*
- Medicare card
- U.S. ITIN card
- Your child's U.S. birth certificate (must list applicant as parent)*
- NYS OMH facility photo ID card.
- "Verification of Release" form or card issued by the U.S. HHS/ORR*

cont... **One (1) Point Documents - Proof of Identity**

- NYC Department of Corrections ID Verification System
- NYC Care Card
- NYS OMH facility inpatient photo ID card.
- I-862 Form (Notice to Appear) Issued by U.S. Immigrations and Customs Enforcement*
- Copy of Foreign Passport* - Must be accompanied by ICE Documents Accepted by IDNYC

One (1) Point Documents - Proof of Residency

- Cable, phone, or utility bill or statement (dated within 60 days)
- Current residential property lease or sublease
- Local property tax statement (dated within 1 year)
- Property mortgage payment receipt (dated within 60 days)
- Banking, financial or credit card account bill, statement or notice (dated within 60 days). Must include account

cont... **One (1) Point Documents - Proof of Residency**

or customer ID number.

- Employment pay stub (dated within 60 days)
- Statement, bill, or record from a health institution (dated within 1 year). Must include an account or patient ID number.
- Jury summons or court order issued by NYS (including NYC courts) or federal court (dated within 60 days)
- IRS Forms W-2, 1099-MISC, 1095-A, 1095-B, and 1095-C (accepted through April 15 of the year following the tax year on the form)
- Tax return with proof of filing (dated within 1 year of filing date)
- Letter or document issued by the IRS, or the NYS Department of Taxation and Finance (DTF) (dated within 1 year)

cont... **One (1) Point Documents - Proof of Residency**

- Insurance bill, statement, or record (homeowner's, life, renter's, automobile, health insurance; dated within 60 days)
- Letter from NYCHA (dated within 60 days)
- NYCHA Lease Addendum and Rent Notice (dated within 1 year)
- USPS Change of Address confirmation (dated within 60 days)
- NYC HPD Section 8 Rent Breakdown form (dated within 1 year)
- NYC HRA Case Composition Summary Report (dated within 60 days)
- NYS OMH facility inpatient photo ID card.
- "Verification of Release" form issued by the U.S. HHS/ORR (dated within 1 year)
- "Verification of Release" card issued by the U.S. HHS/ORR The card and form are both worth 1 point of

cont... **One (1) Point Documents - Proof of Residency**

residency + 1 point ID

- U.S. Immigration and Customs Enforcement (ICE) Order of Supervision (dated within 1 year)
- NYS DMV Interim Driver License, Learner Permit, or Non-Driver ID card
- Notice of Decision or Determination (NOD) of Developmental Disability issued by NYS OPWDD (dated within 1 year)
- Residency confirmation letter for United Nations (UN) diplomats and their families (dated within 60 days)
- Letter for parent/guardian of student enrolled in Head Start, Early Learn, or any NYC DOE school (dated within 60 days). The applicant must provide proof of relationship to the student.
- Letter for student enrolled in a private or parochial school (dated within 60 days). Applicant must provide school ID.

cont... **One (1) Point Documents - Proof of Residency**

- NYC DOE Student Verification Form (available at DOE schools). Student must present school ID, or enroll with a caretaker.*
- SYEP Verification Form
- Letter from homeless shelter in NYC (stating that applicant has stayed at the shelter for 15 days and the shelter allows residents to remain for more than 30 days). (Dated within 60 days)
- University Housing Agreement for applicants who live in school housing. Applicant must present school photo ID. Must be currently in effect.
- Letter from College or University Administrator stating applicant resides in school housing and receives mail at a different school location. Applicant must present school photo ID. (Must be dated within 60 days)
Address on the card will be “Care-of” the school.
- Residency Confirmation Letter for Consulates,

cont... **One (1) Point Documents - Proof of Residency**

Consular Staff, and their Families (dated within 60 days).

- Secondary Leaseholder Attestation Form from HRA
- Department of Corrections Letter of Incarceration
- FDNY Emergency Medical Services Statement or Bill
- NYC Residency Verification Letter/IDNYC-27 (Dated within 30 days)

Spouses and Domestic Partners: Applicants who are unable to provide a residency document with their own name, may present one with their spouse or domestic partner's name; and either (1) a certificate of marriage, civil union, or domestic partnership, or (2) a child's birth certificate naming both the applicant and the spouse or domestic partner as parents. The applicant must also present an attestation signed by the spouse or domestic partner stating that they reside together.

One (1) Point Documents – Proof of Residency for applicants without a home address or survivors of domestic violence

- “Care-of Letter” Issued by nonprofit organization or religious institution in NYC serving homeless individuals or survivors of domestic violence. Entity must currently receive City funding. Letter must indicate applicant has received services from the entity for past 60 days and may use entity’s address for mailing purposes (dated within 14 days). Address on card will be “Care-of” the organization.
- Letter from City agency, nonprofit organization, or religious institution in NYC that provides services to homeless individuals (dated within 30 days). No address will appear on the card.
- Letter from homeless shelter in NYC (must state applicant has stayed at the shelter for 15 days and the shelter allows residents to remain for more than 30 days) (dated within 60 days) Shelter address will

***cont...* One (1) Point Documents – Proof of Residency for applicants without a home address or survivors of domestic violence**

appear on the card.

- Letter from domestic violence residential care program dated within 30 days. Card may have no address on it, or the program's P.O. box.
- Letter from City agency, nonprofit organization, or religious institution in NYC that provides services to survivors of domestic violence (dated within 30 days). No address will appear on the card.
- Letter Issued by a hospital or health clinic in NYC (dated within 30 days). No address will appear on the card.

What to Do if You Don't Have Sufficient Documentation

- You may still be able to apply for IDNYC. If you were born in New York City; receive Cash Assistance or

cont... **What to Do if You Don't Have Sufficient Documentation**

SCRIE benefits; live in a NYCHA building; and/or you do not have a stable residence, please speak with one of our Enrollment Center staff.

Caretaker Relationship – Proof of Relationship between Caretaker and applicant

Applicant must also provide at least 2 points proving identity, including DOB. Caretaker must provide at least 3 points proving their own identity, including photo ID. Ages of applicants who can use each document are in parentheses.

- Applicant's birth certificate (21 years and under)*
- Adoption decree, certificate of adoption, or NYS DOH Report of Adoption (21 years and under)*
- Acknowledgment of Paternity form issued by NYC DOHMH, and NYS OTDA (21 years and under)*

cont... **Caretaker Relationship – Proof of Relationship between Caretaker and applicant**

- Letter from ACS or ACS foster care agency (21 years and under) caretaker must present ACS or agency employee ID.* Also proves residency. (dated within 60 days)*
- Certification that caretaker is a licensed foster parent; and letter from foster agency stating caretaker is applicant's foster parent. (dated within 60 days; 21 yrs and under)*. Also proves residency.
- Court Order of Paternity/Filiation (21 years and under)*
- Applicant's birth certificate and stepparent's certificate of marriage, civil union, or domestic partnership (21 years and under)*
- "Verification of Release" form issued by the U.S. HHS/ORR (21 years and under)*
- Foreign court order appointing caretaker as applicant's legal guardian (21 years and under)*

cont... Caretaker Relationship – Proof of Relationship between Caretaker and applicant

- U.S. court order appointing the caretaker as applicant's legal guardian, custodian, or conservator (any age)*
- Notice of Decision or Determination (NOD) of Developmental Disability issued by NYS OPWDD (any age)*
- Letter from a residential care facility operated, licensed, certified, or funded by NYS OPWDD, NYS OMH, NYS DOH, or NYC DOHMH. (dated within 60 days; any age) Caretaker must present employee ID. Also proves residency.
- Letter from SSA establishing the individual caretaker as the applicant's Representative Payee (dated within 1 year; any age)*
- Letter from SSA establishing an organization as the applicant's Representative Payee (dated within 1 year) AND a letter from the organization establishing the ,

***cont...* Caretaker Relationship – Proof of Relationship between Caretaker and applicant**

employee/representative is authorized to represent the applicant (dated within 60 days; any age) caretaker must present employee ID.

- Letter from NYS OPWDD, NYS DOH, NYS OMH, NYC DOHMH, or one of their providers (dated within 60 days; any age) caretaker must present employee ID.

Proof of Veteran Status (You Only Need One)

- DD 214: Certificate of Release or Discharge from Active Duty
- DD 2 (Retired): US Uniformed Services ID card (Retired)
- VIC/VHIC: Veteran Affairs Hospital ID card
- NGB-22: National Guard Bureau Report of Separation and Record of Service

cont... **Proof of Veteran Status (You Only Need One)**

- NYS DMV Driver License or Non-Driver ID with Veteran Designation
- IDNYC card with Veteran Designation
- Attestation from the NYC Department of Veterans' Services confirming military service
- Letter from the NYC Department of Veterans' Services confirming military service