



# 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](http://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's License, Learner's 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's 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\*

## Three (3) Point Documents - Proof of Identity

- U.S. Passport or U.S. Passport Card\*
- Foreign passport (machine readable)\*
- U.S. State driver's license or learner's 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's License or Non-Driver 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\*

## 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. Veterans ID Card issued by the VA
- U.S. Veterans 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\*
- Foreign driver's license (machine readable)\*
- Foreign national ID card (machine readable)\*
- Social Security Card
- U.S. ITIN Assignment Letter

## cont... 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. Veterans ID Card issued by the VA
- U.S. Veterans 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\*
- Foreign driver's license (machine readable)\*
- Foreign national ID card (machine readable)\*
- Social Security Card
- 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)\*
- I-94 Form issued by U.S. Department of Homeland Security with photo and fingerprint\*
- NYS DMV Interim Driver's License, Learner's 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)
- NYC DOE Student Verification Form; Caretaker is present

## One (1) Point Documents - Proof of Identity

- Foreign national ID card (not machine readable)\*
- Foreign birth certificate\*
- Foreign military photo ID card\*
- Foreign driver's license (not machine readable)\*
- Educational institution ID card: middle school, high school, universities, colleges, and post-secondary schools\*

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

- 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
- 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
- NYC Parks and Recreation Center Adult, Young Adult, Senior, or Veteran Membership card
- U.S. voter registration card
- U.S. Selective Service Registration card\*
- Medicare card
- U.S. ITIN card
- Your child's U.S. birth certificate (must list applicant as parent)\*
- NYS OMH facility photo ID card.

## 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 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.

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

- 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)
- 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)
- U.S. Immigration and Customs Enforcement (ICE) Order of Supervision (dated within 1 year)
- NYS DMV Interim Driver's License, Learner's 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.
- 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)

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

- University Housing Agreement for applicants who live in student housing. Applicant must present school photo ID. Must be currently in effect.
- Letter from College or University Administrator stating applicant resides in student 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.

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 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.



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

- 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, Medicaid, or 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)\*
- 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)\*

## cont... Caretaker Relationship – Proof of relationship between caretaker and applicant

- “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)\*
- 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 Representative Payee (dated within 1 year) AND a letter from the organization establishing the employee/representative is authorized to represent the applicant (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: Veterans Affairs Hospital ID card
- NGB-22: National Guard Bureau Report of Separation and Record of Service
- NYS DMV Driver’s 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