



# 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 14 years old to apply for an IDNYC card.

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.

**BELOW IS A LIST OF THE DOCUMENTS YOU CAN USE TO APPLY FOR YOUR IDNYC CARD.**

**ADDITIONAL INFORMATION CAN BE FOUND ON 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 or Learner's Permit with current NYC address. An expired NYS DMV license/permit will be accepted if presented with an unexpired DMV interim license/permit bearing the same ID number.
- NYS DMV Non-Driver ID card with current NYC address. An expired NYS DMV Non-Driver ID card will be accepted if presented with an unexpired DMV Interim ID card bearing the same ID number as the ID card.
- 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

## cont... Two (2) Point Documents - Proof of Identity

- 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 Department of Education (DOE) Student Verification Form (also proves residency)
- 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)

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

- Foreign national ID card (not machine readable)
- Foreign birth certificate
- Foreign military photo ID card (machine readable)
- Foreign driver's license (not machine readable)
- Educational institution ID card: middle school, high school, universities, colleges, and post-secondary schools
- 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 Recreation Center 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)
- Employment pay stub (dated within 60 days)
- Statement, bill, or record from a health institution (dated within 1 year)
- 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)
- 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 or parent/guardian of student enrolled in a private or parochial school (dated within 60 days). If applicant is the parent of a student he/she must provide proof of relationship to the student.
- Letter from ACS or ACS foster care agency (dated within 60 days)
- NYC DOE Student Verification Form (available at DOE schools)
- SYEP Verification Form
- 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)
- Letter from residential care facility operated, certified, or funded by NYS OPWDD, NYS OMH, NYS DOH, or NYC DOHMH (dated within 60 days)

**Spouses and Domestic Partners: Applicants who are unable to prove residency by providing one of the documents above with their own name, may present a document 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, demonstrating the applicant's relationship to the spouse or domestic partner. The applicant must also present an attestation signed by the spouse or domestic partner establishing that they reside with the applicant.**

### 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.

### 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 homeless individuals (dated within 30 days). No address will appear on the card.
- 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).

### 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 his/her own identity, including photo identification. Ages of applicants who can use each document are indicated 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)
- 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)
- 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 (dated within 60 days; any age)
- 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 employee/representative is authorized to represent the applicant (dated within 60 days; any age)
- Letter from NYS OPWDD, NYS DOH, NYS OMH, NYC DOHMH, or one of their providers (dated within 60 days; any age)

### 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

### Department of Probation (DOP)

- DOP clients can apply at any IDNYC enrollment center using the DOP Verification Form which can be obtained at any DOP location in NYC.