



CBO/HERRC APPLICANT ASSISTANCE TRAINING - JANUARY 2024

What is an IDNYC Card?

IDNYC is a free identification card for New York City residents ages 10 and up, that can be used in the five boroughs.

IDNYC benefits every city resident, including those who may have difficulty obtaining other government-issued photo ID.

New York City residents who lack government issued identification are encouraged to apply.

IDNYC verifies identity and residency based on a review of acceptable eligibility documentation based on program rules.

- IDNYC is an accepted official form of ID for:
 - ▶ Opening a bank account
 - ▶ Interacting with the NYPD
 - ▶ Gaining access to city buildings, including public schools
 - ▶ Proving identity for employment

What happens after I apply for an IDNYC card?

- ▶ All IDNYC applications are reviewed to ensure they meet all program requirements.
- ▶ If the IDNYC application is **approved** a card will be mailed within 10-14 business days to the address provided on the Care Of/Residency Verification Letter.
- ▶ If the IDNYC application is **denied**, a letter will be sent to the address provided by the applicant with an explanation of the denial.
 - ▶ ***An applicant may apply for a secondary review by calling 311, requesting IDNYC, and stating “Secondary Review”.***
 - ▶ If an applicant is denied, they may reapply and present new acceptable documents.

What does a IDNYC not do?

- ▶ IDNYC **does not** provide work authorization:
 - ▶ You can use your IDNYC card as proof of identity when you apply for a job but,
 - ▶ Employers will require additional proof of work authorization.
- ▶ IDNYC **does not** impact immigration status

What does a IDNYC not do?

- ▶ You **cannot use** your IDNYC to:
 - Drive
 - Purchase alcohol or tobacco
 - Travel by plane or across land or sea borders

How do I apply for an IDNYC card?

- ▶ First-time applicants for an IDNYC card can schedule an appointment to visit an Enrollment Center by using the IDNYC Online Portal (<http://nyc.gov/idnyc/onlineportal>) and clicking on “Make an Appointment”.
- ▶ Effective Monday, January 29, all IDNYC Enrollment Centers will be appointment-only. Appointments are released weekly on Friday afternoons for appointments the following Monday through Friday.
- ▶ During the appointment, identity and residency documentation is reviewed to determine whether they meet program requirements and a photograph of the applicant is taken.
- ▶ You can find open Enrollment Centers by visiting the IDNYC Locations page at <https://www.nyc.gov/site/idnyc/card/locations.page>

What do I need to apply for an IDNYC card?

- ▶ An applicant must present four (4) total points of documents:
 - ▶ Three (3) points of documents proving identity *and*
 - ▶ One (1) point of documents proving NYC residency (A “Care Of” letter will suffice for 1 point of NYC residency housed in NYC agencies).
- ▶ For applicants who reside in NYC but are unable to provide a residency document and/or lack a stable residence, a “Care Of” letter may be used to satisfy the residency requirement.
 - ▶ IDNYC cards with a Care Of address **MAY NOT** be used as proof of address.
 - ▶ The NYPD will only accept an IDNYC card with a permanent residential address as proof of valid identification.

What documents do I need to prove 3 points of Identity?

- ▶ Generally, as proof of identity, applicants can provide documents such as
 - ▶ U.S. or foreign passports
 - ▶ U.S. or foreign driver licenses
 - ▶ U.S. or foreign birth certificates
 - ▶ Green cards, consular identification cards
 - ▶ Individual taxpayer identification number (ITIN) authorization letters
 - ▶ Electronic Benefit Transfer (EBT) cards
 - ▶ School identification cards, and more.
 - ▶ Depending on the documents presented, applicants may be asked to provide more than one item.
- ▶ **Asylum Seekers may provide other documents to prove identity (see next slide).**

IDNYC NEW ASYLUM SEEKER IDENTITY DOCUMENTATION

- ▶ U.S. Immigration and Customs Enforcement (ICE) Notice to Appear (I-862 Form) Accepted as (1) proof of identity with date of birth
- ▶ U.S. Immigration and Customs Enforcement (ICE) Alien Booking Record (I-385 Form) Accepted as (1) proof of identity with photo & date of birth
- ▶ U.S. Immigration and Customs Enforcement (ICE) Order to Release on Recognizance (I-220A Form) Accepted as (1) proof of identity

IDNYC NEW ASYLUM SEEKER IDENTITY DOCUMENTATION (*continued*)

- ▶ U.S. Immigration and Customs Enforcement (ICE) Order of Supervision (I-220B Form)
Accepted as (1) proof of identity & (1) proof of residency
- ▶ Foreign Passport Copy*: Accepted as (1) proof of identity with photo & date of birth
- ▶ Foreign Birth Certificate Copy*: Accepted as (1) proof of identity with date of birth

****Foreign Passports & Birth Certificate copies must be accompanied by an ICE form to be accepted***

What happens after I move out of the shelter and find permanent housing?

- ▶ An applicant that changes their address and/or now resides at a permanent residential address can update their information at any IDNYC Enrollment Center.
 - ▶ The applicant will be required to provide proof of the permanent residential address (1 point of residency such as a utility bill, bank statement, residential lease, etc.).
 - ▶ An IDNYC card with a permanent residential address **can be used** as proof of address and accepted by the NYPD as proof of identification.

What are IDNYC Benefits?

- ▶ All IDNYC cardholders, 18 years and older, are eligible for all the benefits and discounted items that the program offers. These benefits include discounted memberships, tickets, and other perks to various cultural institutions, museums and businesses.
- ▶ To obtain and activate a benefit, the IDNYC cardholder should directly contact or visit the participating business, institution, program or organization.