

NEW YORK CITY HUMAN RESOURCES ADMINISTRATION

Notice of Public Hearing and Opportunity to Comment on Proposed Rules

What are we proposing? To better ensure that every New Yorker is provided with the opportunity and peace of mind that come with government-issued photo identification, the Commissioner of the New York City Department of Social Services, which includes the Human Resources Administration (HRA), which is the administering agency of the New York City Identification Card (IDNYC) Program proposes to amend Chapter 6 of Title 68 of the Rules of the City of New York to, among other things, facilitate a more accessible and streamlined card renewal process.

When and where is the hearing? The New York City Human Resources Administration will hold a public hearing on the proposed rule. The public hearing will take place at 9:30am on August 21, 2019. The hearing will be held at 125 Worth Street, 2nd Floor, in Manhattan. Please enter on Lafayette Street.

How do I comment on the proposed rules? Anyone can comment on the proposed rules by:

- **Website.** You can submit comments to HRA through the NYC rules website at <http://rules.cityofnewyork.us>.
- **Email.** You can email comments to IDNYCRule@dss.nyc.gov
- **Mail.** You can mail comments to:

IDNYC
One MetroTech Center, Suite 1801
Brooklyn, NY 11201
Attention: Nathaniel Hobelman
- **Fax.** You can fax comments to 718-250-5916
- **By speaking at the hearing.** Anyone who wants to comment on the proposed rule at the public hearing must sign up to speak. You can sign up before the hearing by calling 929-221-7668. You can also sign up in the hearing room before the hearing begins on August 21, 2019. You can speak for up to three minutes.

Is there a deadline to submit comments? The deadline to submit comments is August 21, 2019.

What if I need assistance to participate in the hearing?

You must tell us if you need a foreign language interpreter, a sign language interpreter, or a reasonable accommodation of a disability at the hearing. You can tell us by mail, email or fax at the mailing address, fax number or email provided above. You may also tell us by telephone at 929-221-7668. Advance notice is requested to allow sufficient time to make arrangements. Please tell us by August 14, 2019.

This location has the following accessibility option(s) available: This location is accessible to individuals using wheelchairs or other mobility devices. For additional requests regarding accessibility please contact Nathaniel Hobelman as described above by August 14, 2019.

Can I review the comments made on the proposed rules? You can review the comments made online on the proposed rules by going to the website at <http://rules.cityofnewyork.us/>. A few days after the hearing, copies of all comments submitted online, copies of all written comments, and a summary of oral comments concerning the proposed rule will be available to the public on HRA's website.

What authorizes HRA to make this rule? Sections 603 and 1043 of the City Charter, Administrative Code section 3-115, and Executive Order No. 6 of 2014 authorize HRA to make this proposed rule. This proposed rule was not included in HRA's most recent regulatory agenda because it was not contemplated when HRA published the agenda.

Where can I find HRA's rules? HRA's rules are in title 68 of the Rules of the City of New York.

What laws govern the rulemaking process? HRA must meet the requirements of Section 1043 of the City Charter when creating or changing rules. This notice is made according to the requirements of Section 1043 of the City Charter.

Statement of Basis and Purpose of Proposed Rule

The New York City Identification Card Program (“IDNYC Card Program”), first launched in January 2015, is now in its fourth year of operations and includes over a million cardholders.

Previously, in April 2016, and July 2018, the program amended the rules governing the program based on its experience operating the program and recommendations from stakeholders, including applicants, advocates, IDNYC enrollment staff and members of the City Council. Now, based on additional experience and feedback, the IDNYC program proposes an additional set of amendments to Chapter 6 of the Rules of the City of New York.

These amendments would, among other things:

- **Revise card renewal provisions.** IDNYC cards were designed to expire after five years, and with the fifth anniversary of the IDNYC program approaching, the program proposes to revise the rules to allow for a more streamlined and flexible renewal process.
- **Allow existing cardholders to update their address, including at renewal, without requiring them to present original residency documents.**
- **Allow 10-13 year olds to apply for the card without a caretaker present at middle school pop-up enrollment sites.**
- **Add provisions concerning card invalidations.**
- **Allow non-students to use university housing agreements if they reside in housing in New York City that is affiliated with the school.**
- **Waive replacement fee for those who can establish that their card was stolen.**

HRA’s authority for this rule may be found in Sections 603 and 1043 of the City Charter, Administrative Code Section 3-115, and Executive Order No. 6 of 2014.

Text of Rule

New text is underlined.

Deleted text is [bracketed].

Section 1. Section 6-01 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

§ 6-01 Definitions

For the purposes of this chapter:

(a) "Caretaker" means a birth parent; adoptive parent; step parent; court-appointed guardian, custodian, or conservator; foster care parent; a sponsor of a minor appointed by the United States Department of Health and Human Services, Office of Refugee Resettlement (ORR); an employee from the New York City Administration for Children's Services (ACS), New York State Office for People with Developmental Disabilities (OPWDD), New York State Department of Health (NYS DOH), New York State Office of Mental Health (NYS OMH), New York City Department of Health and Mental Hygiene (NYC DOHMH), a designated ACS foster care agency, or an agency or facility, including a residential care facility, that is operated, licensed, certified or funded by OPWDD, NYS DOH, NYS OMH or NYC DOHMH; a cohabitant of an applicant who has been determined by OPWDD to be a person with a developmental disability; an applicant's Social Security representative payee; or such other categories of individuals that HRA may designate as caretakers in the future pursuant to subdivision (f) of section 6-07 of this title.

(b) "IDNYC Card" has the same meaning as "New York City identity card," as provided in section 3-115(a) of the Administrative Code of the City of New York.

[(b)] (c) "HRA" means the New York City Human Resources Administration.

[(c)] "Resident" has the same meaning as provided in section 3-115(a) of the Administrative Code of the City of New York.

(d) "Caretaker" means a birth parent; adoptive parent; step parent; court-appointed guardian, custodian, or conservator; foster care parent; a sponsor of a minor appointed by the United States Department of Health and Human Services, Office of Refugee Resettlement (ORR); an employee from the New York City Administration for Children's Services (ACS), New York State Office for People with Developmental Disabilities (OPWDD), New York State Department of Health (NYS DOH), New York State Office of

Mental Health (NYS OMH), New York City Department of Health and Mental Hygiene (NYC DOHMH), a designated ACS foster care agency, or an agency or facility, including a residential care facility, that is operated, licensed, certified or funded by OPWDD, NYS DOH, NYS OMH or NYC DOHMH; a cohabitant of an applicant who has been determined by OPWDD to be a person with a developmental disability; an applicant's Social Security representative payee; or such other categories of individuals that HRA may designate as caretakers in the future pursuant to subdivision (f) of section 6-07 of this title.]

[(e)] (d) "Individual who lacks a stable residence" means a person who lacks permanent housing, who may live on the streets, in a vehicle or abandoned building, or reside at a location where there is a maximum stay of 30 days or less.

(e) "Machine readable" means a document with data that can be verified by electronic means by the IDNYC Card Program application system.

(f) A "new applicant" means an individual who is applying for their first IDNYC card or who was previously issued an IDNYC card that expired and is outside the renewal period as established by HRA pursuant to section 6-10(b) of this title.

(g) A "qualifying school" is any New York City Department of Education or accredited charter, parochial or private school located in New York City that HRA has designated as a school that it will accept a school verification form from pursuant to section 6-04(d) of this title.

(h) "Renewal period" means the time period established by HRA pursuant to section 6-10(b) in which a cardholder can renew their card and not be treated as a new applicant.

(i) "Resident" has the same meaning as provided in section 3-115(a) of the Administrative Code of the City of New York.

[(f)] (j) "State" means any of the 50 states of the United States, and shall also be deemed to include the District of Columbia, and any of the territories of the United States.

[(g)] (k) "Territories" means American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, and the U.S. Virgin Islands.

[(h)] "Machine readable" means a document with data that can be verified by electronic means by the IDNYC Card Program application system.

(i)] (l) "Submitted" means submitted to HRA, as administering agency of the IDNYC Program, in accordance with this chapter.

Section 2. Section 6-02 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

§ 6-02 The IDNYC Card.

(a) The IDNYC Card will display the cardholder's photograph, name, date of birth, an expiration date, signature, eye color, height, identification number, and, except as provided in this section, a street address located within New York City. The card will also, at the cardholder's option, display the cardholder's self-designated gender, preferred language, veteran status and such additional information as HRA may in the future display. Additionally, for a cardholder under 14 years of age, the cardholder's designated emergency contact information will appear on the card. For a cardholder 14 years of age or older, the cardholder's designated emergency contact information may appear on the card at the cardholder's option. Cards issued pursuant to section 6-04(e) of this title will also display the name of the cardholder's school.

(b) The IDNYC Card will not display a home address in the following circumstances:

(1) Where the applicant is 10 - 13 years old, the applicant's caretaker may choose to omit the address from the card.

(2) Where an applicant is an individual who lacks a stable residence or is a survivor of domestic violence and provides evidence of residency pursuant to 68 section 6-06(c)(2) of this title, the IDNYC Card will display either no address at all or a "care of" address, as described in that section.

(3) Where an applicant resides in a residential care program that is operated or overseen by HRA's Emergency Intervention Services for the purpose of providing shelter, services and care to survivors of domestic violence and presents a Letter from a Residential Care Program as described in the table set forth in section 6-06(c)(2) of this title, the IDNYC Card will display either a P.O. Box associated with the applicable program or no address at all, depending on the applicant's preference.

(4) Where an applicant provides evidence that they participate in the New York State Address Confidentiality Program (ACP) established by New York Executive Law § 108 for victims of domestic violence, the IDNYC Card will display either a

P.O. Box associated with the applicable program or no address at all, depending on the applicant's preference. An applicant who participates in the ACP must still establish residency under this chapter.

(5) Where an applicant is a college or university student, employee or other person who resides in housing affiliated with [the] a school and receives mail at a central school-based location different from where the applicant resides, the IDNYC card will display the address where the applicant receives mail and the name of their school provided the applicant submits a Letter from a College or University Administrator as described in the table set forth in section 6-06(c)(1) of this title.

(6) IDNYC Cards issued pursuant to section 6-04(e) of this title will not display a home address.

Section 3. The title of Section 6-03 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

§ 6-03 Eligibility and Application Process for New Applicants

Section 4. Subdivision (g) of Section 6-03 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

(g) [Applicants] Except for students who are applying for an IDNYC Card at a participating middle school pursuant to section 6-04(e) of this title, applicants ages ten to thirteen years of age must be accompanied at enrollment by a caretaker who must sign the application on behalf of the applicant. Students applying for a card pursuant to section 6-04(e) need not be accompanied by a caretaker, but will be required to submit an application signed by their parent as defined in Chancellor's Regulation Number A-820(III)(E).

Section 5. Section 6-04 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

§ 6-04 Proof of Identity and Residency.

(a) An applicant may provide a single document that is worth the four points needed to establish both identity and residency. The documents listed below meet this four point

requirement, provided that they include a photo of the applicant, the date of birth of the applicant, and the applicant's current residential address in New York City.

The following documents are worth four points and establish identity and residency:

Document	Description	Acceptable as Photo ID?	Point Value for Proof of ID & Residency	Acceptable as Proof of Date of Birth?
New York State (NYS) Department of Motor Vehicles (DMV) Driver's License or Learner's Permit	New York State Driver's License, including Commercial Driver's License, or Learner's Permit with current home address, date of birth, photo and expiration date issued by NYS DMV. An expired NYS DMV license or permit will be accepted if presented with an unexpired DMV interim permit bearing the same identification number as the license or permit.	Yes	4	Yes
Non-Driver NYS DMV Identification Card	Non-driver photo identification card with current home address, date of birth, and expiration date issued by NYS DMV. An expired NYS DMV identification card will be accepted if presented with an unexpired DMV interim ID card bearing the same identification number as the identification card.	Yes	4	Yes
U.S. Department of State Driver's License or Non-Driver Identification Card	U.S. Department of State Driver's License or Non-Driver Identification Card with current home address, date of birth, photo and expiration date.	Yes	4	Yes
IDNYC Card with Current Home Address	A current IDNYC Card or an expired IDNYC Card with a current home address. If the card is expired, then [the expiration date must be no more than 60 days prior to the date submitted] <u>the card must be within the renewal period.</u>	Yes	4	Yes

New York City Police Department (NYPD) Restricted Handgun License	NYPD-issued Restricted Handgun License including current home address, photo of applicant and expiration date.	Yes	4	Yes
---	--	-----	---	-----

(b) For applicants who are clients of the New York City Department of Probation (DOP), IDNYC will accept the DOP's verification of the applicant's identity and residency, provided to IDNYC in a format and in a manner to be agreed upon by HRA and DOP, as sufficient proof of the applicant's identity and residency to establish eligibility for the IDNYC Card.

(c) For applicants who are students at [New York City Department of Education (DOE)] qualifying schools and are not applying with a caretaker pursuant to section 6-07 of this title, IDNYC will accept the [DOE's] school's verification of the applicant's identity and residency, provided to IDNYC in a format and in a manner to be agreed upon by HRA and the school [DOE] ("[DOE] school verification"), and additional identity documents pursuant to section 6-05 of this title, other than a [DOE] school transcript, as sufficient proof of the applicant's identity and residency to establish eligibility for the IDNYC card, as follows:

(1) If the [DOE] school verification is provided to IDNYC at a temporary enrollment site located at the school in which the applicant is enrolled, IDNYC will accept any identity document listed in section 6-05 of this title. Such document need not include a photo identification.

(2) If the [DOE] school verification is provided to IDNYC at any other enrollment site, the applicant must also present:

(A) a student identification card issued by the same school issuing the [DOE] school verification; and

(B) either:

(i) at least one additional identity document listed in section 6-05, if the student identification card includes a photo; or

(ii) identity documents listed in section 6-05 worth at least a total of two points, one of which must be accepted as a photo identification, if the student identification card does not include a photo.

(d) For applicants who are students at [New York City Department of Education (DOE)] qualifying schools and are applying with a caretaker pursuant to section 6-07 of this title, IDNYC will accept the [DOE's] school's verification of the applicant's identity and

residency, provided to IDNYC in a format and in a manner to be agreed upon by HRA and [DOE] the school ("[DOE] school verification"), as sufficient proof of the applicant's identity and residency to establish eligibility for the IDNYC card.

(e) For applicants applying at participating DOE middle schools to be jointly agreed upon by HRA and DOE, IDNYC will accept the school's verification of the applicant's identity and residency, provided to IDNYC in a format and in a manner to be agreed upon by HRA and the school as sufficient proof of the applicant's identity and residency to establish eligibility for the IDNYC card. Cards issued pursuant to this subdivision will include the school's name and will expire on the student's expected graduation date from the school.

[(e)] (f) For applicants who participate in the Summer Youth Employment Program (SYEP) of the New York City Department of Youth and Community Development (DYCD), IDNYC will accept DYCD's verification of the applicant's identity and residency, provided to IDNYC, in a format and in a manner to be agreed upon by HRA and DYCD, as sufficient proof of the applicant's identity and residency to establish eligibility for the IDNYC card if presented along with a photo identification pursuant to section 6-05 of this title.

[(f)] (g) For applicants who are clients of the New York City Department of Social Services (DSS), IDNYC may, at the applicant's request, verify the applicant's identity and/or residency using information from systems maintained by DSS, provided such data can be accessed for purposes of such verification and, once accessed, is deemed sufficiently reliable. Such information will be worth three points toward establishing the identity of the applicant if an original photo and related demographic data, including full name and date of birth, are available in DSS's systems; or one point toward establishing identity if only the name and date of birth, but no photo, are available in DSS's system; and one point towards establishing residency if the applicant's address is also in DSS's system.

Section 6. Subdivision (c) of Section 6-05 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

(c) (1) The following documents establish the identity of the applicant (3 points):

Document	Description	Acceptable as Photo ID?	Point Value for Proof of ID	Acceptable as Proof of Date of Birth?
----------	-------------	-------------------------	-----------------------------	---------------------------------------

U.S. Passport or U.S. Passport Card	U.S. passport or passport card.	Yes	3	Yes
Foreign Passport (Machine Readable)	A machine readable Foreign Passport.	Yes	3	Yes
U.S. State Driver's License or Learner's Permit Photo ID	Photo identification card issued by U.S. state (other than New York State Driver's License with current New York City address) or territory granting driving privileges, with address, date of birth, and expiration date.	Yes	3	Yes
U.S. State Identification Card	Photo identification card issued by U.S. state (other than New York State Identification Card with current New York City address) or territory with address, date of birth, and expiration date.	Yes	3	Yes
U.S. Permanent Resident Card	Alien registration card (I-551), also known as a permanent resident or green card. Must include expiration date. Unexpired I-551 stamps in passport also accepted for permanent residents awaiting issuance of their green cards.	Yes	3	Yes
NYS Benefit Card with Photo	Welfare / Medicaid / NY Food Stamp Card, also known as an Electronic Benefit Transfer (EBT) Card or Common Identification Benefit Card (CBIC), with Photo and date of birth.	Yes	3	Yes
Common Access Card	Department of Defense (DOD)-issued photo identification card with date of birth, date of issuance, expiration date, blood type, and DOD identification number, issued to active duty, retiree or reservist military personnel only.	Yes	3	Yes
Current U.S. Work Permit	Employment Authorization Document (EAD) or work permit issued by U.S. Citizenship and Immigration Services (USCIS) that proves that the holder is authorized to work in the U.S. with date of birth and expiration date.	Yes	3	Yes
Certificate of Citizenship/ Naturalization	U.S. Certificate of Citizenship (N-560 or N-561); Certificate of Naturalization (N-550, N-570 or N-568).	Yes	3	Yes

U.S. Merchant Mariner Credential	Photo identification card issued by U.S. Coast Guard National Maritime Center, with address, date of birth, and issue and expiration dates.	Yes	3	Yes
U.S. Department of State Driver's License or Non-Driver Identification Card without Current Home Address	U.S. Department of State Driver's License or Non-Driver Identification Card with date of birth, photo and expiration date, but without current home address.	Yes	3	Yes
NYS Department of Corrections and Community Supervision (DOCCS) Released Offender Identification Card	Photo identification card issued by DOCCS, with identification number, date of birth and cardholder release date no more than one year prior to the date submitted. Acceptable even if the card has expired.	Yes	3	Yes
NYS Unified Court System Attorney Secure Pass ID Card	Photo identification card issued by the NYS Unified Court System to attorneys. Includes color photo, date of birth, attorney registration number, and expiration date.	Yes	3	Yes
U.S. Tribal ID	A U.S. Tribal photo ID with photo, address, signature, date of birth, and expiration date.	Yes	3	Yes
IDNYC Card without Current Home Address	A current or expired IDNYC Card without a current home address. If the card is expired, the [expiration date must be no more than 60 days prior to the date submitted] <u>card must be within the renewal period.</u>	Yes	3	Yes

(c) (2) The following documents are worth two points toward establishing the identity of the applicant:

Document	Description	Acceptable as Photo ID?	Point Value for Proof of ID	Acceptable as Proof of Date of Birth?
Foreign Passport (Not Machine Readable)	Foreign Passport that is not machine readable.	Yes	2	Yes
Expired U.S. Passport or Passport Card	U.S. Passport or Passport Card that has expired no more than three years prior to the date submitted.	Yes	2	Yes
Expired Foreign Passport	Foreign passport that is machine readable and has expired no more than three years prior to the date submitted	Yes	2	Yes
<u>Expired IDNYC Card</u>	<u>IDNYC Card that has expired less than three years before the date submitted but is outside the renewal period.</u>	<u>Yes</u>	<u>2</u>	<u>Yes</u>
Consular Identification Card	Photo identification card with address, date of birth, and expiration date, issued by foreign governments recognized by the U.S. to their citizens, who are outside the issuing country.	Yes	2	Yes
Veterans Identification Card issued by U.S. Department of Veterans Affairs (VA)	Must include photo and member ID number.	Yes	2	No
Veterans Health Identification Card issued by VA	Must include photo and member ID number.	Yes	2	No
U.S. Federal, State, or Local Government Employee ID	Federal, state or local government employee photo ID card.	Yes	2	No
U.S. Birth Certificate	Certificate of birth issued by a State or Territory, or a locality of a State or Territory, or by the U.S. State Department, including Consular Report of Birth Abroad. A birth certificate issued in Puerto Rico prior to July 1, 2010 will not be accepted. All birth certificates	No	2	Yes

	issued prior to that date have been invalidated by Puerto Rican law.			
Visa Issued by U.S. State Department	U.S. State Department-issued immigrant or non-immigrant visa with photo identification.	Yes	2	Yes
Foreign Driver's License (Machine Readable)	Machine readable photo identification card granting driving privileges with address, date of birth, and expiration date.	Yes	2	Yes
Foreign National Identification Card (Machine Readable)	Machine readable national identification card with photo and date of birth or age. Must be accepted for purposes of re-entry to issuing country. Includes machine readable voter registration cards that serve as national identification cards.	Yes	2	Yes, if date of birth included.
Social Security Card	The following types of Social Security Cards (unrestricted and restricted) issued by the U.S. Social Security Administration will be accepted: (i) a card that enables the holder to work without restriction; (ii) a card that permits an individual with authorization from the Department of Homeland Security to work on a temporary basis; and (iii) a card marked "not valid for employment."	No	2	No
U.S. Individual Taxpayer Identification Number Assignment Letter	Letter from U.S. Internal Revenue Service (IRS) assigning ITIN number to applicant with date of birth. (IRS Notice CP565)	No	2	No
U.S. Uniformed Services ID	Photo identification card with date of birth and expiration date issued to military retiree or military family member to access military service benefits or privileges.	Yes	2	Yes
NYS Education Department Professional Identification Card	Photo identification card issued by the NYS Education Department, Office of the Professions, with profession, license number and expiration date.	Yes	2	No

I-94 Form with Photo and Fingerprint Issued by U.S. Department of Homeland Security	I-94 Arrival/Departure Record issued by the U.S. Department of Homeland Security with date of birth, photo, and fingerprint.	Yes	2	Yes
NYS Interim Driver's License, Learner's Permit, or Non-Driver's Identification Card	Interim driver's license, learner's permit, or non-driver's identification card, issued by NYS Department of Motor Vehicles.	No	2	Yes
Approval Notice on Form I-797, I-797A, I-797B or I-797D Issued by U.S. Citizenship and Immigration Services (USCIS)	Notice from USCIS approving applicant for an immigration benefit that either is currently valid or does not have an expiration date.	No	2	No

Section 7. Subdivision (c) of Section 6-06 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

(c) (1) The following documents are worth one point and establish residency. The address on the document will be shown on the card, except as provided in 68 RCNY § 6-02(b):

Document	Description	Point Value for Proof of Residency	Acceptable as Proof of Address?
Cable, Phone, or Utility Bill or Statement	Must be dated no more than 60 days prior to the date submitted and include home address of applicant. Includes account summary sheets and account statements.	1	Yes
Residential Property Lease or Sublease	Must be a current lease. All leases must include name of applicant, address of the unit rented, term of the lease, amount of rent, terms regarding utilities, and contact information for the lessor. If	1	Yes

	the phone number of the lessor does not appear on the lease, then the applicant must provide the phone number separately		
Local Property Tax Statement	Property tax statement including home address, dated no more than one year prior to the date submitted.	1	Yes
Property Mortgage Payment Receipt	Mortgage payment receipt including home address, dated no more than 60 days prior to the date submitted	1	Yes
Banking, Financial or Credit Card Account Bill, Statement or Notice	Bill, statement or notice from credit card company, bank or other financial institution. Must be dated no more than 60 days prior to the date submitted and include home address and account number. Includes bank account statements, credit card statements, credit union account statements, account summary sheets, loan statements, and notices from banks and credit unions confirming the opening of an account. Other types of banking, financial, or credit card documents will be accepted only as provided under §6-06(b) of this title.	1	Yes
Employment Pay Stub	Must include employer's name, applicant's home address and be dated no more than 60 days prior to date submitted	1	Yes
Statement, bill, or record from health institution	Statement, bill, or record from any hospital or clinic operated by the NYC Health and Hospitals Corporation, or a Federally Qualified Health Center, or a public or private hospital located in New York City. Must include account or patient identification number and home address of applicant and be dated no more than one year prior to date submitted.	1	Yes
Jury Summons or Court Order Issued by New York State Court (including NYC Courts such as Housing Court, Family Court and Surrogate's Court) or Federal Court	Must be dated no more than 60 days prior to the date submitted and include home address.	1	Yes
IRS Forms W-2, 1099-MISC, 1095-A, 1095-B and 1095-C	Must include employer's name, applicant's home address. Accepted through April 15 of the year following the tax year on the form.	1	Yes
Letter or Document Issued by the U.S. Internal Revenue Service (IRS), or the NYS Department of Taxation and Finance (DTF)	Letter or document issued by IRS or DTF, addressed to applicant, regarding applicant's personal tax status. Examples include tax return transcript, statement of tax or refund due, or refund check. Must be dated no more than one year prior to the date submitted.	1	Yes
Tax Return with Proof of Filing	U.S. federal, state, or local tax return submitted with proof of filing such as IRS Tax Return Transcript, NYS Department of Taxation and Finance account summary, NYC Department of Finance proof of property tax payment history, or	1	Yes

	other satisfactory proof of filing. Filing date must be no more than one year prior to the date submitted.		
Insurance Bill, Statement or Record (homeowner's, life, renter's, automobile, or health insurance)	Insurance bill, statement or record including home address and dated no more than 60 days prior to the date submitted.	1	Yes
Letter from Homeless Shelter that receives City Funding	Signed letter from executive-level official at homeless shelter receiving City funding stating that applicant has been a current resident for at least 15 days and that the shelter allows residents to remain in residence for longer than 30 days. Must be dated no more than 60 days prior to the date submitted.	1	Yes
Letter from Residential Care Facility operated, certified, or funded by NYS Office for People with Developmental Disabilities (OPWDD), NYS Department of Health (NYS DOH), New York State Office of Mental Health (OMH), or NYC Department of Health and Mental Hygiene (NYC DOHMH)	Signed letter from an executive-level official at a residential care facility located in New York City and operated, licensed, certified, or funded by OPWDD, NYS DOH, NYS OMH or NYC DOHMH, establishing the applicant's residence at the facility. Must be dated no more than 60 days prior to the date submitted. Acceptable only when applicant is accompanied by a caretaker who is an employee of the facility issuing the letter.	1	Yes
Letter from New York City Housing Authority (NYCHA)	Signed letter from manager of NYCHA residential development, indicating that applicant is listed on the current lease or is otherwise authorized by NYCHA to reside in the apartment, dated no more than 60 days prior to the date submitted.	1	Yes
NYCHA Lease Addendum and Rent Notice	NYCHA document listing applicant as lessee and/or authorized tenant of NYCHA residential unit. Must be dated no more than one year prior to the date submitted.	1	Yes
Letter from Head Start, Early Learn, Preschool, Elementary, Intermediate or High School located in New York City or any NYC Department of Education (DOE) School Where Applicant's Child is Enrolled	Signed letter from principal or executive official or the principal or executive official's designee at a public, private, or parochial Head Start, Early Learn, preschool, elementary, intermediate or high school located in New York City or any DOE school where applicant's child is a currently enrolled student. Letter must confirm student's home address and be dated no more than 60 days prior to the date submitted. Applicant must also provide proof of relationship to the student named in the letter, using one of the documents listed in Section 6-07(b).	1	Yes
Letter from Private or Parochial Intermediate or High School located in New York City	Signed letter from principal or executive official or the principal or executive official's designee at a private or parochial intermediate or high school located in New York City where applicant is a	1	Yes

Where Applicant is Enrolled	<p>currently enrolled student. Letter must confirm home address and be dated no more than 60 days prior to the date submitted. Schools may require parental consent to issue such a letter for a student younger than age 18.</p> <p>Applicant must present a student identification card from the school issuing the letter.</p> <p>(Applicant students wishing to have the DOE assist them with establishing residency may do so via section 6-03(a)(2)(C) of this title.)</p>		
Letter from NYC Administration for Children's Services (ACS) Foster Care Agency	Signed letter from executive-level official at ACS or ACS designated NYC foster care agency establishing residency of foster youth applicant, dated no more than 60 days prior to the date submitted. Acceptable only when applicant is accompanied by a caretaker who is an employee of the facility issuing the letter.	1	Yes
United States Postal Service (USPS) Change of Address Confirmation	Must be addressed to applicant at the same address that appears on the IDNYC application. Must be dated no more than 60 days prior to the date submitted.	1	Yes
NYC Housing Preservation and Development (HPD) Section 8 Rent Breakdown Form	Must be dated within no more than one year prior to the date submitted and include home address.	1	Yes
[HRA "Response to Request for a Budget Calculation Report"] Case Composition Summary Report Generated from the New York State Welfare Management System	Case composition summary report generated from the New York State Welfare Management System with current home address. Must be dated no more than 60 days prior to the date submitted.	1	Yes
New York State Office of Mental Health (OMH) Facility Inpatient Photo ID Card	Inpatient identification card issued by NYS OMH-operated psychiatric facility, with name, photo and facility address.	1	Yes
"Verification of Release" form issued by the U.S. Department of Health and Human Services, Office of Refugee Resettlement, Division of Children's Services	<p>"Verification of Release" document from U.S. Department of Health and Human Services, Office of Refugee Resettlement (ORR), including photo, date of birth, and name and address of applicant's sponsor. Includes Form ORR UAC/R-1, Form ORR R-535, and any form used by ORR for verifying release.</p> <p>Must be dated no more than one year prior to date submitted.</p>	1	Yes
U.S. Immigration and Customs Enforcement (ICE) Order of Supervision	Order of Supervision issued by U.S. Immigration and Customs Enforcement (ICE), dated no more than one year prior to the date submitted and	1	Yes

	including current home address. May be issued by U.S. ICE as Form I-220B.		
New York State Interim Driver's License, Learner's Permit, or Non-Driver's Identification Card	Interim driver's license, learner's permit, or non-driver's identification card, issued by NYS Department of Motor Vehicles, with current home address.	1	Yes
Notice of Decision or Determination of Developmental Disability issued by NYS Office for People with Developmental Disabilities (OPWDD)	Notice of decision or determination issued by OPWDD establishing that applicant qualifies for care. Must include applicant's home address and be dated no more than one year prior to the date submitted.	1	Yes
Residency Confirmation Letter for United Nations (UN) Diplomats and Their Families	Residency Confirmation Letter for UN Diplomats and Families Issued by the U.S. Department of State, UN, or a Country's Permanent Mission to the UN. Must include applicant's home address and be dated no more than 60 days prior to the date submitted.	1	Yes
College / University Housing Agreement	<p>Current agreement issued by an institution of higher education located in New York City, in letter, lease, or other format. Must indicate that applicant is permitted to reside in housing affiliated with the institution; and must include applicant's name, the street address of the residence, and the dates during which the student may reside there.</p> <p>The document must be presented with a [student] photo ID from the institution issuing the agreement.</p>	1	Yes
Letter from College or University Administrator	<p>Signed letter from a school administrator indicating that the applicant: (i) is enrolled [as a student at], <u>employed or otherwise connected with</u> the school; (ii) resides in housing in New York City that is affiliated with the school; (iii) receives mail at a central school-based location different from where the applicant resides; and (iv) the school mail box and/or street address where applicant's mail is delivered.</p> <p>This document must be presented with a [student] photo ID from the institution issuing the letter.</p> <p>The IDNYC card will display the name of the school and the address where the applicant receives mail.</p>	1	Yes

Section 8. Section 6-08 Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

§ 6-08 [Reporting Name Changes and Changes of Address] Changes of Name, Address and Gender.

(a) An individual with an unexpired IDNYC card must report a change of name or address [or gender] within 10 days of such change. A person may choose to update the gender on their card at any time.

[(b) After a change to an individual's name, address or gender, an individual who has notified HRA of such change may obtain a new IDNYC Card by bringing the outdated card to an IDNYC enrollment location. In addition, cardholders changing their name or address must present proof of the change they are reporting, as follows:

(i) To demonstrate a legal name change, the cardholder must present either a court order, a certificate of marriage or divorce, or another government-issued document that establishes a lawful name change.

(ii) To demonstrate an address change, the cardholder must establish residency pursuant to either section 6-04, 6-06 or 6-07 of this title.]

(b) To obtain a card with an updated name, the cardholder must present either a court order, a certificate of marriage or divorce, or another government-issued document that establishes a lawful name change. Only original documents or documents certified by the issuing agency will be accepted.

(c) To obtain a card with an updated address, the cardholder must establish residency pursuant to either section 6-04, 6-06 or 6-07 of this title unless HRA is able to verify the cardholder's new address by other means. Documents submitted to IDNYC to demonstrate a change of address need not be originals.

Section 9. Subsections (a) and (b) of Section 6-09 of Chapter 6 of Title 68 of the Rules of the City of New York are amended to read as follows:

(a) HRA will not charge a fee to an applicant in connection with the issuance of an applicant's first IDNYC Card, the issuance of a renewal card pursuant to section 6-10 of this title, or where a cardholder is requesting a new card to update their name, address gender or veteran status or to correct an error by IDNYC. Nor will HRA charge a fee for

an individual to replace a card if the individual can establish that the card was stolen.

(b) In all other instances, HRA will charge a \$10 fee for the issuance of a card. [HRA will charge a \$10.00 fee for the replacement of an unexpired card except where the individual requests a replacement card in order to update the address, name, or gender and brings the outdated IDNYC Card to an IDNYC enrollment location.]

Section 10. Section 6-10 of Chapter 6 of Title 68 of the Rules of the City of New York is repealed and replaced with a new section 6-10 that reads as follows:

§ 6-10 Expiration and Renewal.

(a) IDNYC Cards issued after the effective date of this rule will be valid for five years from the date of application approval, except that cards issued pursuant to section 6-04(e) will expire on the date that the cardholder is expected to graduate from middle school, and cards issued to any other individuals under 16 years of age will expire two years from date of application approval. IDNYC Cards issued prior to the effective date of this rule will be valid until the expiration date that appears on the face of the card.

(b) Renewal cards will be available to individuals who have previously been issued an IDNYC card that will expire in less than 60 days, or such other longer timeframe that HRA may designate in the future, or that expired less than six months ago, or such other longer timeframe that IDNYC may designate in the future, and who submit a renewal application on or after December 1, 2019 in a format and in a manner established by the Commissioner. In most instances, cardholders seeking renewal of their card will not be required to re-establish their identity pursuant to the provisions of sections 6-04 and 6-05 of this title, but if they are seeking to update their name or address must meet the requirements of subdivision (b) or (c) of Section 6-08 of this title, as applicable. However, IDNYC reserves the right to have cardholders re-establish their identity pursuant to sections 6-04 or 6-05 if the program cannot confirm by other means that the individual seeking renewal is the individual to whom the card was issued.

Section 11. Subsection (b) of Section 6-12 of Chapter 6 of Title 68 of the Rules of the City of New York is amended to read as follows:

(b) The secondary review will consist of a conference at which a designee of the Executive Director of the IDNYC program will review the applicant's documents and eligibility for the card and the applicant will have the opportunity to reapply for the card. Secondary reviews will be offered only at specially designated [enrollment centers] locations.

Section 12. A new Section 6-13 is added to Chapter 6 of Title 68 of the Rules of the City of New York that will read as follows:

§ 6-13 Card Invalidations

(a) IDNYC will invalidate a card issued to an individual in the following circumstances:

- (i) When IDNYC issues a new card to the individual;
- (ii) When IDNYC learns that the individual has died;
- (iii) In the circumstances described in subdivisions (b)-(e) of this section.

(b) When the Executive Director of IDNYC or their designee determines that an individual may have obtained a card under a false identity, it will immediately suspend the card, promptly notify the individual of the suspension and provide the individual with an opportunity to challenge the suspension by submitting a secondary review request, in a manner established by the Commissioner, to the IDNYC Card Program within 30 days of notification. Secondary reviews will be offered only at specially designated locations.

(c) The secondary review will consist of a conference at which a designee of the Executive Director of the IDNYC program will review the individual's documents and eligibility for the card.

(d) The IDNYC program will offer the individual a date, time, and location for the review conference that is within 14 days of receipt of the request. If the date, time, and location offered are not convenient for the individual, the program will work with the individual to find another date, time, and location, but cannot guarantee that the conference will take place within 14 days of the request.

(e) Following the review conference, IDNYC will notify the individual by mail whether it will be restoring the card to valid status. If IDNYC does not issue a determination within 14 days of the date of the conference, then the secondary review request will be deemed to have been denied.

**NEW YORK CITY MAYOR'S OFFICE OF OPERATIONS
253 BROADWAY, 10th FLOOR
NEW YORK, NY 10007
212-788-1400**

**CERTIFICATION / ANALYSIS
PURSUANT TO CHARTER SECTION 1043(d)**

RULE TITLE: Amendment of IDNYC Rules

REFERENCE NUMBER: HRA-21

RULEMAKING AGENCY: Human Resources Administration

I certify that this office has analyzed the proposed rule referenced above as required by Section 1043(d) of the New York City Charter, and that the proposed rule referenced above:

- (i) Is understandable and written in plain language for the discrete regulated community or communities;
- (ii) Minimizes compliance costs for the discrete regulated community or communities consistent with achieving the stated purpose of the rule; and
- (iii) Does not provide a cure period because it does not establish a violation, modification of a violation, or modification of the penalties associated with a violation.

/s/ Adam Barin
Mayor's Office of Operations

June 21, 2019
Date

**NEW YORK CITY LAW DEPARTMENT
DIVISION OF LEGAL COUNSEL
100 CHURCH STREET
NEW YORK, NY 10007
212-356-4028**

**CERTIFICATION PURSUANT TO
CHARTER §1043(d)**

RULE TITLE: Amendment of IDNYC Rules

REFERENCE NUMBER: 2019 RG 041

RULEMAKING AGENCY: Human Resources Administration

I certify that this office has reviewed the above-referenced proposed rule as required by section 1043(d) of the New York City Charter, and that the above-referenced proposed rule:

- (i) is drafted so as to accomplish the purpose of the authorizing provisions of law;
- (ii) is not in conflict with other applicable rules;
- (iii) to the extent practicable and appropriate, is narrowly drawn to achieve its stated purpose; and
- (iv) to the extent practicable and appropriate, contains a statement of basis and purpose that provides a clear explanation of the rule and the requirements imposed by the rule.

/s/ STEVEN GOULDEN

Date: June 21, 2019

Acting Corporation Counsel