



**CARETAKER and RESIDENCY Letter for Applicant Age 10 - 21
from NYC Administration for Children's Services (ACS)
or an ACS Foster Care Agency**

Please Note: The ACS or foster agency employee designated below must accompany the applicant at the IDNYC enrollment center. The employee will be required to present 3 points of their own identity documents, including an employee photo ID.

To IDNYC Program:

I write on behalf of _____ (Applicant) and their application for an IDNYC card. As the signatory of this letter, I verify that I am an executive-level official (or their designee) at [please check only one]:

- NYC ACS; or
- the following ACS foster care agency:

Agency Name: _____

Address: _____
Number and Street City, Borough Zip Code

According to agency records, the applicant lives at the following address:	
Number and Street	Apt.#
City	Zip Code

I authorize this employee to represent the agency at the IDNYC enrollment center:

Name of Employee: _____
Please print clearly

Signed,

Signature of Executive-level Official or designee

Print Name

Title

__ / __ / ____
Date signed (mm/dd/yyyy)

* This letter must be submitted at an IDNYC Enrollment Center **no more than 60 days** after the