


**RETENTION OF COPIES OF RECORDS PROVIDED BY NEW YORK  
CITY IDENTITY CARD (IDNYC) PROGRAM APPLICANTS TO PROVE  
IDENTITY AND RESIDENCY**

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**FROM:** Steven Banks, Commissioner 

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Pursuant to New York City Administrative Code Section 3-115 and the Mayor's Executive Order No. 6 of 2014, the New York City Human Resources Administration (HRA) is designated as the administering agency of the New York City Identity Card (IDNYC) Program. This Executive Order updates and replaces Executive Order No. 739 issued on December 7, 2016.

Section 3-115(e)(2) of the Administrative Code states that on or before December 31, 2016, the administering agency will make a determination regarding the continuing need to retain documents provided by applicants to prove identity or residency for an IDNYC Card in order to effectively administer the IDNYC Card Program, and will make any appropriate modifications to the policy for retention of records related to the IDNYC Card Program.

Pursuant to Section 3-115(e)(2), HRA previously determined that there was no need to retain copies of paper documents provided by applicants at an enrollment center to establish identity and residency after IDNYC either approves or denies the application, and on December 7, 2016, issued an Executive Order, E-742, stating that the program would not retain copies of such documents.

It remains unnecessary to retain copies of paper documents provided by applicants at an enrollment center to establish identity and residency after IDNYC either approves or denies the application. However, IDNYC will begin a new practice of temporarily storing electronic

documents submitted online by a cardholder to prove residency only, in accordance with the below standards:

Effective December 2, 2019, cardholders will have the option to update their address using the IDNYC Online Portal, and in some instances, those who select this option may be required to upload proof of their new address. Cardholders will be informed that in such instances, IDNYC will temporarily store a copy of the uploaded document(s) in a secure electronic queue until such time as IDNYC can review the documents and confirm the individual's address, but in no event for longer than 14 days, after which time the documents will be deleted from IDNYC servers.

No cardholder will be required to submit documents online in order to update their address, whether in connection with a renewal or otherwise, as cardholders will continue to have the option to come to an enrollment center to apply for a new or updated card. Additionally, IDNYC will continue its existing policy of not retaining documents submitted by applicants to establish their identity.

*Effective: Immediately*

*Updates and replaces Executive Order No. E-739 (dated December 7, 2016)*