



*Letter from Domestic Violence Shelter
Permitting use of P.O. Box address*

To IDNYC Program:

I write on behalf of _____ (applicant's name) and his/her application for an IDNYC card.

As the signatory of this letter, I affirm that I am an executive-level official (or designee thereof) of a residential care program located within New York City which is funded, administered, and/or overseen by the NYC HRA-EIS Office of Domestic Violence and operated by the following nonprofit organization:

Service Provider's Name [Please fill in below]:

Address: _____ City: _____

Zip Code: _____

I further verify that the applicant has been residing for at least 15 days in one of our facilities; that the applicant has security concerns about a home address appearing on his/her IDNYC card: and that s/he is permitted to receive mail at the following Post Office Box:

P.O. Box _____ City _____ Zip Code _____

Thank you,

Signature of Executive-level official or designee

Print Name and Title

Name, Telephone and Email of employee who can confirm the information in this letter

__ / __ / ____

Date signed (mm/dd/yyyy)

* This letter must be submitted at an IDNYC Enrollment Center **no more than 30 days** after the date signed.

**There will be no indication on the IDNYC card that this address is related to a shelter.

*** A card lacking a street address may not be accepted as valid ID by the New York City Police Department or financial institutions.

IDNYC-10

April 2016