



*CARETAKER LETTER for Applicant of Any Age  
from Social Security Representative Payee (Organization)*

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 verify that I am an executive-level official of the organization named below. **I understand that in addition to this letter, the applicant must present a copy of the letter from the Social Security Administration appointing this organization as applicant's Representative Payee.**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address: Number and Street

\_\_\_\_\_  
City, Borough

\_\_\_\_\_  
Zip Code

**According to our records the applicant lives at the following address:**

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

**I authorize the following employee to represent the organization and accompany the applicant at the IDNYC enrollment center:**

\_\_\_\_\_  
Name and Title of Employee [Employee must bring 3 points of identity documents, including a Photo ID]

Thank you,

\_\_\_\_\_  
Signature of Executive Level official

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date signed (mm/dd/yyyy)

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

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