



*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.