



**RESIDENCY LETTER for PARENT or GUARDIAN  
of a student enrolled in any NYC DOE school**

**This section to be completed by Applicant**

_____	_____	<b>and</b>	_____
Applicant Name (Please print)	Student Name		Date of Birth
<p>By signing this form, I consent to the release of NYC Department of Education (DOE) records to IDNYC personnel for IDNYC application purposes. I also understand that IDNYC will accept this letter only if I also present proof of my relationship to the student named above.</p> <p>Applicant signature: _____ Date signed: _____</p>			

To IDNYC Program:

I write on behalf of \_\_\_\_\_ (Applicant) and his/her application for an IDNYC card. I confirm that NYC DOE records reflect that the student has attended school in New York City for at least 15 days, and that the applicant is the student's parent or guardian.

**According to our agency records, the student resides at the following address:**

Street Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

As the signatory of this letter, I confirm that I am the principal or designee of the principal at a DOE school.

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Thank you,

\_\_\_\_\_  
Signature of Principal 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 60 days** after the date signed.