

Homeless applicant  
living in a shelter



To IDNYC Program:

I write on behalf of \_\_\_\_\_ (Applicant) and his or her application for an IDNYC card. I confirm that I am an executive-level official (or designee thereof) at the shelter named below, which is an NYC DHS operated or contracted homeless shelter located within New York City. This shelter provides services to homeless individuals, and receives funding from the City of New York.

**Shelter Name and Address [Please fill in below]:**

\_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ CARES I.D. # (if exists): \_\_\_\_\_

This is a :  **New York City Agency**  **Nonprofit Organization**  **Religious Institution**

I verify that the applicant has been residing in the above named shelter for at least 15 days, and that clients may reside here for longer than 30 days.

Thank you,

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

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

\_\_\_\_\_  
Telephone Email Address

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

\*\*The card will display the shelter's street address, but will not indicate that this residence is a shelter.