



To IDNYC Program,

I write on behalf of [Applicant's name] and their application for an IDNYC card. I verify that the applicant has been residing in a DHS operated or contracted homeless shelter for at least 15 days. There is no maximum length of stay associated with this shelter facility, and clients may reside here in excess of 30 days. As the signatory of this letter, I confirm that I am an executive-level official at the shelter listed below.

According to our records, the applicant currently resides at the following address:

Shelter Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Unit #: \_\_\_\_\_ City: \_\_\_\_\_

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

Cares Identification #: \_\_\_\_\_

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.

\*\*There will be no indication on the IDNYC card that this residence is a shelter.