RESIDENCY and CARETAKER Letter for Applicant Age 14-21 from the ACS or an ACS Foster-Care Agency*

**NYC Administration for Children's Services*

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:

Choose ONE:

☐ **an executive-level official (or designee) at ACS; *or***

☐ **an executive-level official (or designee) at the following ACS foster care agency**:

Agency Name: _____

Address: _____

Number and Street City, Borough Zip Code

According to agency records, the applicant lives at the following address:

_____

Number & Street Apt. City Zip Code

Complete the following *only if* an ACS employee will accompany the applicant to the IDNYC enrollment center:

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

_____

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

Thank you,

_____ _____

Signature of Executive-level official or designee 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.