


Executive Order No. E-740
December 30, 2016

**THE CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION**

**SECONDARY REVIEW PROCESS FOR APPLICANTS CHALLENGING
THE DENIAL OF A NEW YORK CITY IDNYC CARD**

TO: Martha Calhoun, General Counsel
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CC: Nisha Agrawal, Commissioner, Mayor's Office of Immigrant Affairs
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FROM: Steven Banks, Commissioner 

Pursuant to New York City Administrative Code Section 3-115 and the Mayor's Executive Order No. 6 of 2014, the New York City Human Resources Administration (HRA) is designated as the administering agency of the New York City Identity Card (IDNYC) Program. The purpose of the IDNYC program is to provide access to government-issued photo identification for all New Yorkers, regardless of immigration status, homeless status or gender identity. HRA and the IDNYC Program are committed to providing individuals who have applied for and been denied a card, and wish to challenge the denial, with a meaningful administrative review process before the agency's decision on their application becomes final.

Integrity Review Process and Application Denials

All IDNYC card applications will be reviewed at the enrollment site by the IDNYC Specialist accepting and processing the application to ensure that the application is filled out completely and that the applicant is presenting documents that are sufficient on their face to establish the applicant's identity and residency in accordance with NYC Administrative Code Section 3-115 and the agency's implementing rules. All applications will undergo a series of additional checks to prevent potential instances of fraud or identity theft and to ensure the applicant is eligible for the card. All applications will be submitted by the IDNYC Specialist for processing.

If an application is denied following all appropriate reviews, Program Integrity Unit staff will inform the applicant of the denial in writing by mail. The letter will include information regarding the reason(s) for the denial.

Request for Secondary Review

An individual whose application has been denied may request a secondary review of their eligibility for the card by calling 311 within 30 days of the date of denial and requesting a secondary review.

IDNYC will schedule an appointment at an enrollment center, where the individual will have the opportunity to discuss their eligibility with a supervisor and reapply. The reapplication will be assigned to a supervisor and investigator who were not involved in the original application determination and who have been designated by the Executive Director of the IDNYC Program to review and make decisions on requests for secondary review. These reviewers will examine the reapplication and any documents and additional information presented at the review conference and either approve or deny the reapplication. If the reapplication is denied, the applicant will be so informed by mail.

Subsequent Applications after a Denied Application

Applicants who have been denied an IDNYC card may submit a new application, through the regular enrollment process, with new 1, 2, 3 or 4 point documents at any time.

Effective: Immediately

Replaces Executive Order No. E-740