



Community ID Application Documents and Processing

Application Documents:

- Documents to prove identity in other cities include:
 - U.S. or foreign passport, driver's license or other state ID,
 - A permanent resident card,
 - Matricular Consular,
 - Certified birth certificate,
 - Social Security cards,
 - current visas,
 - educationally issued photo IDs,
 - ITIN authorization letters,
 - foreign drivers licenses,
 - U.S. or foreign military ID, or
 - a national ID card with photo, name, date of birth, and expiration

- Documents to prove residency in other cities include:
 - utility or insurance bills,
 - local property tax statement,
 - mortgage receipts, ○ bank account statements,
 - proof of child enrolled in local schools,
 - pay stubs,
 - jury summons,
 - federal or state income tax statement,
 - written verification of at least 15 days residency as issued by a homeless shelter, psychiatric facility, or hospital

Application Process:

- Document Verification
 - No Verification—Documents provided by applicant taken at face value so long as the correct types of documentation are presented.
 - Verification—Documents presented are verified by checking against existing documentary databases and through consultation with relevant consulates.

- Document Retention
 - No Retention—No copies of application documents provided are retained by the city after issue of card.
 - Minimal Retention—Copies of application documents provided are only retained by the city for a 3-5 day verification period before a card is issued. Only the information included on the card is retained in a permanent database.
 - Lengthy Retention—Copies of application documents are retained for two years following the initial application or renewal application.