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.