



City of Poughkeepsie Municipal ID Application/Renewal

CARD APPLICATION TYPE & Fees: (Check One)

- New Applicant (ADULT) -\$10.00 New Applicant (SENIOR 62+)-\$5.00
- New Applicant (CHILD 14-17) -\$5.00 Renewal/Replacement -\$5.00

APPLICANT INFORMATION

First Name: _____ Middle Name: _____

Last Name: _____ Other Names Used: _____

Date of Birth: _____

Physical Home Address: _____

City: Poughkeepsie

State: NY

Zip Code: 12601 or 12603 (circle one)

**Municipal ID's are issued at the City Clerk's Office on Monday and Fridays
between the hours of 9:00 a.m. and 3:30 p.m.**

Approval of the City of Poughkeepsie Municipal ID Application is conditional upon verification of legitimacy of documents submitted.

As a City of Poughkeepsie Municipal Identification cardholder, I understand that:

- The City of Poughkeepsie Municipal ID Card is issued solely to residents of the City of Poughkeepsie and is non-transferable.
- The card is valid for a term of 4 years from date of issuance.
- Altering or intentionally damaging the card, using another person's card, or allowing your card to be used by another person may result in confiscation of the card and charges under the NYS Penal Law.
- The cardholder must notify the City of Poughkeepsie if a card is lost or stolen.
- The cardholder is responsible for paying any replacement fee when a card is lost, stolen, confiscated, or intentionally damaged, or when any information is changed at the cardholder's request.
- Relocation out of the City of Poughkeepsie invalidates the card, which shall be returned to the City for destruction (within sixty (60) days).
- The City of Poughkeepsie cannot guarantee that any non-city agency or organization will accept the card as valid photo ID

Certification

*Certification: I affirm that I live in the City of Poughkeepsie, NY; I am at least 14 years of age and all documents submitted and statements made on this application are true to the best of my knowledge. I certify that by signing this application I agree to an inquiry conducted by the City of Poughkeepsie NY to verify and confirm the information that I have submitted. I also acknowledge that submission of false documentation or other false information to the City Clerk's office to obtain a City of Poughkeepsie Municipal Identification Card is a violation and will be prosecuted to the fullest extent pursuant to the Penal Law of the State of New York.

SIGNATURE OF APPLICANT

DATE (MM/DD/YYYY)

GUARDIAN (If applicable)

**The City of Poughkeepsie Clerk's Office has reviewed the documents submitted by the applicant. Clerk
Initials: _____**

Eligibility: In order to obtain a Poughkeepsie ID card an applicant must complete an application and provide documentation in order to establish proof of identity and proof of residency within the city as follows:

Proof of Identity:

In order to establish identity, an applicant shall be required to attain 4 points of identification by producing at least one of the following documents from LIST ONE (4 points), current or expired not more than 5 years prior to the date of the the City of Poughkeepsie ID card application OR one document from LIST TWO (3 points) along with one document from LIST THREE (1 point).

LIST ONE (4 point documents):

- U.S. or foreign passport
- U.S. state driver's license
- U.S. state identification card
- U.S. permanent resident card
- a consular identification card
- a photo identification card with name, address, date of birth, and expiration date issued by another country to its citizens or nationals as an alternative to a passport for re-entry to the issuing country
- a national identification card with photo, name, address, date of birth, and expiration date; a foreign driver's license
- U.S. or foreign military identification card; a current visa issued by a government agency

LIST TWO (3 point documents):

- U.S. Permanent Resident (Green Card)
- U.S. Citizenship and Naturalization Certificate
- U.S. Federal Government or Tribal-issued photo ID
- State Veterans ID with photo

LIST THREE (1 point document):

- Social Security Card
- EBT Card
- High School or College Diploma
- ITIN (Individual Taxpayer Identification Number) card or authorization letter (must be accompanied by an ID with a photograph)
- Voter Registration Card

Proof of Residency: In order to establish residency, an applicant shall be required to produce at least one of the following items of which must show the applicant's name and residential address located within the city and must be dated no more than sixty days prior to the date such document is presented, unless otherwise indicated below:

- Utility bill;
- Current residential property lease
- Local property tax statement dated within one year of the date it is submitted
- Local real property mortgage payment receipt
- Bank account statement; proof that the applicant has a minor child currently enrolled in a school located within the city
- Employment pay stub
- Jury summons or court order issued by a federal or state court
- Federal or state income tax or refund statement dated within one year of the date it is submitted
- Insurance bill (homeowner, renter, health, life, or automobile insurance)
- Written verification issued by a homeless shelter located within municipality that confirms at least fifteen days residency
- Written verification issued by a hospital, health clinic or social services agency located within the City of Poughkeepsie confirming at least fifteen days residency