



City of Kingston ID Application/Renewal

CARD APPLICATION TYPE & Fees: (Check One)

- New Applicant (ADULT) – \$10 New Applicant (SENIOR 62+) – \$5 New Applicant (CHILD 14-17) – \$5
- New Applicant (VETERAN) – \$5 New Applicant (DISABLED) – \$5 Information Change/Renewal – \$5

APPLICATION INFORMATION

1. First Name: _____ 2. Middle Initial: _____ 3. Height: Feet _____ Inches _____
4. Last Name: _____ 5. Other Names Used: _____
6. Date of Birth: _____ 7. Hair Color: _____ 8. Eye Color: _____
9. Would you like to identify gender, and if so, how? _____
10. Physical Home Address: _____ Apt: _____
- City: Kingston State: NY Zip Code: 12401

Approval of the City of Kingston ID Application is conditional on approval of legitimacy of documents submitted.

As a City of Kingston Identification cardholder, I understand that:

- The City of Kingston ID Card is issued solely to residents of the City of Kingston, NY 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.
- Cardholder must notify the City of Kingston immediately 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 cardholder’s request.
- Relocation out of the City of Kingston invalidates the card, which shall be returned to the City for destruction.

CERTIFICATION

11. *Certification: I affirm that I live in the City of Kingston, 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 Kingston 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 Kingston 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 Clerk’s Office has reviewed the documents submitted by the applicant.
The application will not be retained, but returned to the applicant. Clerk Initials: _____**

Required Documents:

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 1 (4 points), current or expired not more than 5 years OR one document from List 2 (3 points) along with one document from List 3 (1 point), with at least one document proving residency in the City of Kingston.

List 1 (4 points):

- U.S. or foreign passport
- US state driver's license
- US state ID card
- US permanent resident card
- Consular identification card
- Photo identification with name, address, DOB, and expiration date issues by another country to its citizens or nationals as an alternative to a passport for re-entry into issuing country
- National identification card with photo, name, address, DOB and expiration date
- Foreign driver's license
- US or foreign military identification card
- Current visa issued by a government agency
- State Veterans ID with photo
- US Federal Government or Tribal-issued photo ID
- Photo ID issued by an accredited US educational institution
- US Union photo ID
- Municipal ID

List 2 (3 point documents)

- US Permanent Resident (Green Card)
- US Citizen and Naturalization Certificate
- US or foreign birth certificate
- Birth certificate of applicant's child, issued by a State or Territory, or locality of a State or Territory, or by the US State Department, listing applicant as birth parent
- Current US Employment Authorization Document (EAD) or work permit issued by US Citizenship and Immigration Services (USCIS) with date of birth and expiration date

List 3 (1 point):

- Social Security Card
- EBT card
- Individual Taxpayer Identification Number (ITIN) card or authorization letter
- Voter Registration card
- US school transcript from high school or post-secondary school
- US high school diploma
- High school equivalency diploma
- US post-secondary school, college or university diploma
- Selective Service registration card

- Prison discharge papers
- Certificate of marriage, domestic partnership, civil union, divorce or dissolution of marriage, domestic partnership or civil union
- Employee Identification card from employer located in US
- Written verification issued by a social services agency or homeless shelter
- Unemployment photo ID

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 60 days prior. Proof must be of a physical address, not a post office box.

- Utility bill
- Current residential property lease
- Local property tax statement, dated within one year
- Local real estate mortgage payment receipt
- Bank account statement
- Proof that applicant has a child currently enrolled in a City school
- Employment pay stub