

SST CARDS & IDENTITY VERIFICATION

Per the DOB, Course providers must verify an individual's identity and mailing address.

Before issuing an SST ID Card, Course Providers are required to verify the applicant's identity and mailing address using a point system or document calculator such as the one below based on the NYCID program.

The applicant's documents should total four (4) points in any combination as described below:

1. At least four (4) points of documents with:
 - At least three (3) points of documents proving identity
 - At least one (1) point for documents proving address

2. At least one (1) of the documents submitted must have a photo of the applicant.

	Identity Documents	Points
NEW YORK STATE /NEW YORK CITY GOVERNMENT ISSUED DOCUMENT	New York State (NYS) Department of Motor Vehicles Driver's License or Learner's Permit with a current New York City address	4
	An expired NYS DMV Driver's License/Learner's Permit with an unexpired DMV interim permit bearing the same identification number as the license/permit	4
	NYS Department of Motor Vehicles Non-Driver ID card with a current New York City address	4
	An expired NYS DMV Non-Driver ID card with an unexpired DMV interim ID card bearing the same identification number as the identification card	4
	U.S. Department of State Driver's License or Non-Driver ID card with current NYC address	4
	IDNYC Card with Current Home Address (current or expired no more than 60 days)	4
	New York City Police Department (NYPD) Restricted Handgun License	4
Other Government Issued Documents	Photo Driver License/Permit/Non-Driver ID card issued by another U.S. State, jurisdiction, Canadian Province or territory (must be current or expired no longer than 2 years)	3
	U.S. Passport or U.S. Passport Card	3
	Expired U.S. Passport or Passport Card - within three years	2
	Foreign Passport	
	Foreign Passport - machine readable	3
	Foreign Passport - NOT machine readable	2
	Expired foreign passport - expired within 3 years	2
	U.S. Military Photo ID Card (issued to active, reserve, and retired military personnel only)	3

PROOF OF ADDRESS	Points
Bills	
Cable, phone, or utility bill (dated within 60 days)	1
Statement, bill, or record from a health institution	1
Insurance bill, statement, or record (homeowner's, life, renter's, automobile, health insurance; dated within 60 days)	1
Banking, financial or credit card account bill, statement or notice (dated within 60 days)	1
Letters	
Letter from New York City Housing Authority (NYCHA) (Dated within 60 days)	1
Letter from NYC Administration for Children Services foster care agency (dated within 60 days)	1
Letter from homeless shelter in NYC (must state applicant has stayed at the shelter for 15 days and shelter allows residents to remain for more than 30 days)	1
Letter from residential care facility operated, certified, or funded by NYS Office for People with Developmental Disabilities (OPWDD), NYS Department of Health (NYS DOH), or NYC Department of Health and Mental Hygiene (NYC DOHMH)	1
Notice of Decision or Determination of Developmental Disability issued by NYS Office of People with Developmental Disabilities (OPWDD) and proof of residency for the applicant and caretaker	1
Residency Confirmation Letter for United Nations (UN) Diplomats and Their Families	1
Letter from principal or designee of the principal of a private or parochial school where applicant or applicant's child is currently enrolled (for students and their parent/guardian; dated within 60 days)	1
Letter from principal or designee of the principal of a Head Start, Early Learn, or any NYC DOE school where applicant's child is enrolled (dated within 60 days)	1
Property	
Current residential property lease or sublease	1
Local property tax statement (dated within 1 year)	1
Property mortgage payment receipt (dated within 60 days)	1
NYCHA Lease Addendum and Rent Notice	1
United States Postal Service (USPS) Change of Address confirmation (dated within 60 days)	1
NYC Housing Preservation and Development (HPD) Section 8 Rent Breakdown Form	1

PROOF OF ADDRESS	Points
No Stable Address/Survivors of Domestic Violence	
Care-of Letter issued by nonprofit organization or religious institution in NYC serving homeless individuals or survivors of domestic violence. Entity must currently receive City funding. Letter must indicate applicant has received services from the entity for past 60 days and may use entity's address for mailing purposes (dated with 14 days). Address on card will be "Care Of" the organization.	1
Letter from City agency, nonprofit organization, or religious institution in NYC that provides services to individuals without a home address (dated within 30 days). No address to appear on card.	1
Letter from City agency, nonprofit organization, or religious institution in NYC that provides services to survivors of domestic violence (dated within 30 days). No address or P.O. Box to appear on card.	1
Letter issued by a hospital or health Clinic in NYC (dated within 30 days).	1
Other	
Union Card	3
NYS Office of Mental Health (OMH) Facility Inpatient Photo ID card. Also 1 point of ID, including photo ID	1
Employment pay stub (dated within 60 days)	1
IRS Forms W-2, 1099-MISC, 1095-A, 1095-B, and 1095-C (accepted through April 15 of the year following the tax year on the form)	1
Letter or document issued by the U.S. Internal Revenue Service (IRS), or the NYS Department of Taxation and Finance (DTF) (dated with 1 year)	1
Tax return with proof of filing (dated within 1 year of filing date)	1
Jury summons or court order issued by NYS (including NYC Courts), or federal court (dated within 60 days)	1
HRA "Response to Request for a Budget Calculation Report" (dated within 60 days)	1
DOE Student Verification Form issued by DOE schools (this document is not yet available, please check back for updates)	1
Summer Youth Employment Program Verification Form	1
"Verification of Release" form issued by the U.S. Department of Health and Human Services, Office of Refugee Resettlement, Division of Children's Services	1
U.S. Immigration and Customs Enforcement (ICE) Order of Supervision (dated within 1 year)	1