



Step #3 – Additional ID Document

Proof of identity requirements of the Chafee Funds Program - Beyond (CFP-B)

Please email admin@ChafeeNY.org for assistance



Uploading a second ID document is optional, but strongly recommended. Providing an additional ID document will help us process your application faster. If a second ID is not provided when you apply, it may be requested later which will delay the award decision.

Choose Your Additional Identification (ID) Document

Your second ID document could be one (1) of the following:

- Social Security Card
- Birth Certificate
- Personal Bill (recent, showing your name and address)
- Diploma / Certificate / Trade License
- Paystub (dated within three months of your application)
- Foster Care Verification Letter (****see note below***)

Acceptable ID documents must be:

- Undamaged and unaltered
- Current and valid – Check the expiration date on your ID document

Take a Photo of Yourself With Your ID Document

You must provide a photo of your *actual physical document* (photocopies of cards and documents cannot be accepted). **The photo of your additional ID document must be a full and clear image.**

To take an acceptable photo of your actual ID document, be sure:

- All four corners are visible
- The area is well lit with indirect light (to avoid glare)
- The ID is on a flat, solid surface
- To use a plain, light-colored background
- Not to hold the ID in your fingers (it confuses the focusing lens)
- No filters are applied (use natural color, with no additional images)
- The final image shows all information clearly

Be sure to follow all of these program guidelines. If acceptable documents and photo images are not provided, ***your application may be declined.*** At any point in the application process, additional forms of ID may be requested.