



## Step #2 – Photo of Applicant Holding ID

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

Please email [admin@ChafeeNY.org](mailto:admin@ChafeeNY.org) for assistance

**An acceptable picture of you holding your photo ID document is required.**



Be sure to hold the same photo ID document you uploaded in *Step #1 – Photo ID* to show you are in possession of your ID document. This photo is not used to identify you but rather to help prevent fraudulent use of your ID.

### Take a Photo of Yourself With Your ID Document

The photo of yourself must be a clear image of both yourself **and** your photo ID document.

*To take an acceptable photo of yourself, be sure:*

- Your head and shoulders are clearly visible
- Your ID card is held in your hand, next to your head
- You are well lit from the front (to avoid shadows)
- No filters are applied (use natural color, with no additional images)
- You are not wearing anything that blocks your face such as a mask, hat, or sunglasses



Check that the final image is focused *clearly on you and your ID document*.

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.