



Chafee Funds Program of New York State

ID Documentation Requirements

Be sure to follow 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.

To fulfill the proof of identity requirements of the Chafee Funds Program gather the necessary documents:

1. Photo identification (ID) document (required)
2. Photo of yourself with the identification document (required)
3. Secondary identification (ID) document (optional, but strongly recommended for faster application processing)

*If you do not have a photo ID, please see *Documentation Assistance* at the end of this guide.

1) ID Document #1: Photo Identification (ID) Document

Upload a photo of one (1) of the following:

- ▶ Driver's License (state issued photo ID)
- ▶ Learner's Permit (state issued photo ID)
- ▶ Non-Driver ID Card (state issued photo ID)
- ▶ Passport (US government issued photo ID)
- ▶ Student ID Card (school issued photo ID including date of birth)
- ▶ Tribal ID Card (tribal issued photo ID)
- ▶ Government ID Card (federal/state/county/city issued photo ID such as employment, military, citizenship, etc.) All IDs must be currently valid, clearly visible, undamaged, and unaltered.

*If you do not have a photo ID, please see instructions at the end of this guide.

Acceptable ID documents and cards must be:

- ▶ Undamaged and unaltered
- ▶ Current and valid



Chafee Funds Program of New York State

You must provide a photo of your *actual physical document* (photocopies of cards and documents cannot be accepted)

The photo of your photo 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

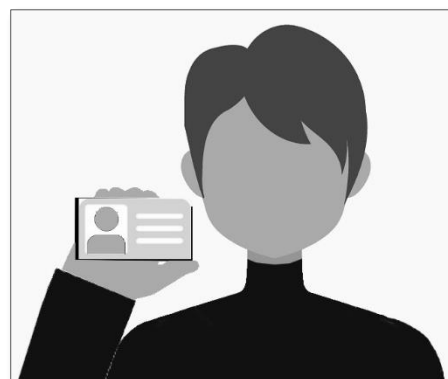
2) Personal Photo

Upload a photo of yourself holding the same photo ID document or card you uploaded above

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

To take an acceptable photo of yourself, you should 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.

3) ID Document #2: Secondary Identification (ID) Document

Upload a photo of one (1) of the following:

- ▶ Social Security Card
- ▶ Birth Certificate
- ▶ Personal Bill (recent, showing your name and address)



Chafee Funds Program of New York State

- ▶ Diploma / Certificate / Trade License
- ▶ Paystub (dated within three months of your application)
- ▶ Identification Letter (*see note below)

Acceptable ID documents must be:

- ▶ Undamaged and unaltered
- ▶ Current and valid

You must provide a photo of your *actual physical document* (photocopies of cards and documents cannot be accepted)

The photo of your secondary 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

Documentation Assistance

We understand some applicants may not be in possession of a photo ID document or one of the additional document options. In these cases, please contact admin@ChafeeNY.org for information on how to obtain a verification letter or refer to the guide titled “Applicant Instructions — ID Verification Letter.”

Applicants who are still in care and lack access to the technology needed to fulfill these requirements, please contact the Office of Children and Family Services at chafee@ocfs.ny.org.