

City of Union City ID Application Instructions

You must meet the following criteria to apply for a City of Union City ("COUC") Municipal ID Card:

- 1) At least 4 points of documents with at least 3 points proving identity and at least 1 point proving residency.
- 2) At least 1 of the documents submitted must have a photo, unless applicant is age 14-21 and accompanied by a caretaker.
- 3) At least 1 of the documents submitted must include date of birth. No expired documents will be accepted except machine readable passports that expired within the last three years. Only original documents and copies certified by the issuing agency will be accepted.

Age Requirement: The minimum age to apply for a COUC Municipal ID card is 14. Applicants age 14 and older may apply without a legal guardian or caretaker.

Applicants age 14-21 without photo identification: Applicants age 14 to 21 may apply without photo identification if accompanied by a caretaker who can demonstrate proof of a relationship to the applicant. An eligible caretaker is a birth parent, adoptive parent, legal guardian, legal custodian, foster care parent, Administration for Children Services official, or caseworker from ACS foster care agency. The applicant must provide at least 2 points of documents proving identity. The caretaker must provide at least 3 points of documents proving his or her own identity, including photo identification. The applicant and caretaker must also provide one document from the Caretaker Relationship section below.

Residency: All COUC Municipal ID applicants, except individuals without a home address and survivors of domestic violence, are required to provide their home address. If the applicant lacks a home address or is a survivor of domestic violence, the applicant is required to prove residency within Union City, but is permitted to designate a non-profit organization or religious institution where mail will be received as a Care-of Address. COUC Municipal ID cards that do not have an address listed or that have a Care-of Address listed may not be accepted in all circumstances.

Replacement Cards: Replacements of lost, stolen or damaged cards are only available at Union City Clerk's Office.

Four (4) Point Documents – Proof of Identity and Residency

- New Jersey (NJS) Motor Vehicle Commission (MVC) Driver's License or Learner's Permit with current COUC address
- NJS MVC Identification Card with current COUC address
- COUC Handgun License (dated within 1 year)

Three (3) Point Documents – Proof of Identity

- U.S. Passport or U.S. Passport Card
- Foreign Passport (machine readable)
- U.S. State Driver's License or Learner's Permit Photo ID
- U.S. State Identification Card
- U.S. Permanent Resident Card (Green Card)
- Certificate of U.S. Citizenship/Naturalization
- Common Access Card (for active duty, retiree, or reservist military personnel)
- Current U.S. Work Permit
- U.S. Tribal ID
- U.S. Federal Government issued photo ID
- NJS Electronic Benefit Transfer (EBT) Card with photo
- COUC ID Card (for change of information or renewal)
- Marriage, civil union, domestic partnership or divorce certificate
- U.S. Voter Registration Card
- U.S. Selective Service Registration Card
- Your child's U.S. Birth Certificate (must list applicant as birth parent)

One (1) Point Documents – Proof of Identity

- Foreign National Identification Card (not machine readable)
- Foreign Birth Certificate
- Foreign Military Photo Identification Card
- Foreign Driver's License (not machine readable)
- Educational Institution ID Card: middle school, high school, universities, colleges, and post-secondary schools
- U.S. High School or High School Equivalency Diploma, Post-Secondary, College or University Diploma
- U.S. School Transcript
- NJS EBT Card without photo
- COUC Summer Youth Employment Program Identification Card
- U.S. Union Photo ID
- Employee Identification Card from U.S., including clergy ID
- Marriage, civil union, domestic partnership or divorce certificate
- U.S. Voter Registration Card
- U.S. Selective Service Registration Card
- Your child's U.S. Birth Certificate (must list applicant as birth parent)

Caretaker Relationship – Proof of relationship between caretaker and young adult applicant, age 14-21

- Minor Applicant's Birth Certificate
- Adoption Decree
- Court Decree
- Letter from COUC Administration for Children Services or ACS Foster Care Agency
- U.S. Tax Return

One (1) Point Documents – Proof of Residency

- Cable, Phone, or Utility Bill (dated within 60 days)
- Current Residential Property Lease
- Local Property Tax Statement (dated within 1 year)
- Property Mortgage Payment Receipt (dated within 60 days)
- Bank Account Statement (dated within 60 days)
- Employment Pay Stub (dated within 60 days)
- Statement, bill, or record from HHC Options program or Federally Qualified Health Center
- Jury Summons or Court Order Issued by NJS or Federal Court (dated within 60 days)
- Federal, NJS, or COUC Income Tax Filing or Refund (dated within 1 year)
- Insurance bill (homeowner's, life, renters, automobile, health insurance; dated within 60 days)
- Letter from Union City Housing Authority (NJCHA) (dated within 60 days)
- Letter from elementary, middle, high school or DOE District 79 School where applicant or child of applicant is enrolled (dated within 60 days)
- Letter from COUC Administration for Children Services or ACS Foster Care Agency (dated within 60 days)
- Letter from Homeless shelter in COUC (must state applicant has stayed at the shelter for 15 days and the shelter allows residents to remain for more than 30 days)

Two (2) Point Documents – Proof of Identity

- Foreign Passport (not machine readable)
- Expired U.S. or Foreign Passport (up to 3 years expired; machine readable)
- Consular Identification Card
- U.S. Federal, State, or Local Government Employee ID
- NJS Professional or Vocational ID Card
- U.S. Birth Certificate
- Visa Issued by U.S. State Department
- Foreign Driver's License (machine readable)
- Foreign National Identification Card (machine readable)
- Social Security Card
- U.S. Individual Taxpayer Identification Number Authorization Letter
- U.S. Uniformed Services ID
- COUC DOHMH Mobile Food Vendor License

One (1) Point Documents – Proof of Residency for residents without a home address or survivors of domestic violence

- "Care-of Letter" Issued by nonprofit organization or religious institution in COUC 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 within 14 days). Address on card will be "Care-of" the organization.
- Letter from City agency, nonprofit organization, or religious institution in COUC that provides services to individuals without a home address (dated within 30 days). No address will appear on the card.
- Letter from City agency, nonprofit organization, or religious institution in COUC that provides services to survivors of domestic violence (dated within 30 days). No address will appear on the card.
- Letter Issued by a Hospital or Health Clinic in COUC (dated within 30 days). No address will appear on the card.