



## Applicant Document Guide

Use this document guide when you are completing the: “Application for the PHL City ID”

As a City of Philadelphia identification cardholder, I do understand that:

- The PHL City ID is solely used by residents of City of Philadelphia

PHL City ID is issued to assist in the identification of the valid cardholder for the purposes of obtaining services from City of Philadelphia and at the discretion of business within the City of Philadelphia.

- PHL City ID card is valid for a term of five (5) years from the date of issuance for adults and three (3) years for youth age 13-18.
- PHL City ID is non-transferable.
- Relocation out of the City of Philadelphia invalidates the card and shall be returned to the City.

**The PHL City ID utilizes a 4-point system for the application. A least 3 Points of documents establishing the Applicant’s Identity and one document providing residency in the City of Philadelphia.**

In order to receive a PHL City ID, an applicant must establish identity, age and residency within the City of Philadelphia as follows:

1. At least one of the documents submitted **must** contain the Applicant Photograph unless:
  - a. An applicant between the ages of 13 to 21 who lacks photo identification may apply if accompanied by an eligible caretaker who can demonstrate proof of a relationship to the applicant. (See Section 3: Standards for Proof of Identify and Age.)
2. At least one of the documents providing identity must contain the Applicants date of birth; and,
3. At least one of the documents must prove that Applicant is a resident of City of Philadelphia.
4. All applicants must to provide original documents of the issuing agency, or copies certified as valid by the issuing agency, that are not photocopied, mutilated, altered or modified, will be accepted.

Additional information about the PHL City ID can be found at City Hall Room 167, or PHL City ID website: [www.phila.gov/PHLcityID](http://www.phila.gov/PHLcityID)



## Proof of Identity

Each of the following documents are worth three (3) points to satisfy the Proof of Identity requirement:

Document	Meets Photo Req	Meets DOB Req
U.S. passport or U.S. passport card	Yes	Yes
Foreign passport, (machine readable)	Yes	Yes
U.S. State driver's license or learner's permit photo identification card	Yes	Yes
U.S. State identification card	Yes	Yes
Pennsylvania Temporary Driver's License	Yes	Yes
U.S. Permanent Residency Card ("green card") or Alien Registration Receipt Card (Form I-551)	Yes	Yes
U.S. Certificate of Citizenship (Forms N-560 or N-561)	Yes	Yes
U.S. Certificate of Naturalization (Forms N-550, N-570, or N-568)	Yes	Yes
Common Access Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel	Yes	Yes
Uniformed Services ID Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel, and to certain family members of such personnel	Yes	Yes
Current Employment Authorization Document ("EAD") or U.S. work permit, issued by the U.S. Citizenship and Immigration Services	Yes	Yes
Enhanced Tribal Card, Native American Tribal Photo Identification Card, or other tribal identification card issued by a federally-recognized tribe (must include photo, address, signature, date of birth, and expiration date)	Yes	Yes
U.S. Merchant Mariner Credential, issued by the U.S. Coast Guard National Maritime Center (must include photo, address, date of birth, and issue and expiration dates)	Yes	Yes
U.S. Department of State Driver's License or Non-Driver Identification Card (must include photo, date of birth, and expiration date)	Yes	Yes



Each of the following documents are worth two (2) points to satisfy the Poof of Identity requirement

Document	Meets Photo Req	Meets DOB Req
Consular identification card (“CID”)	Yes	Yes
VISA, issued by the U.S. State Department (must include photo)	Yes	Yes
Foreign passport (may be non-machine readable)	Yes	Yes
Expired foreign passport, (must be machine readable and expired no more than 3 years prior to application)	Yes	Yes
Expired U.S. passport (expired no more than 3 years prior to application)	Yes	Yes
Department of Homeland Security Trusted Traveler program card, approval letter or other confirmation of membership (Global Entry, TSA Pre✓®, SENTRI, or NEXUS)	Yes, if included	Yes, if included
Veterans’ identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	Yes	Yes, if included
Veterans’ health identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	Yes	No
Federal, state, or local government employee identification card (must include photo)	Yes	No
U.S. birth certificate (birth certificates issued in Puerto Rico prior to July 1, 2010 will not be accepted)	No	Yes
Foreign driver’s license (must be machine readable, must include photo, address, date of birth, and expiration date)	Yes	Yes
Foreign national identification card (must be machine readable, must include photo and date of birth or age)	Yes	Yes, if included
Social Security Card, issued by the U.S. Social Security Administration	No	No
U.S. individual taxpayer identification number (“ITIN”) authorization and assignment letter, issued by the U.S. Internal Revenue Service	No	No
Form I-94 Arrival/Departure Record, issued by the U.S. Department of Homeland Security	No	Yes
U. S. State temporary driver’s license or learner’s permit	No	Yes
Expired Pennsylvania Temporary Driver’s License	Yes	Yes
SEPTA Key Reduced Fare ID Card	Yes	No



SEPTA Key Senior ID Card	Yes	No
Approval notice of an immigration benefit, issued by the U.S. Citizenship and Immigration Services (Forms I-797, I 797A, I-797B, or I-797D)	No	No
School Enrollment Form for the Applicant, issued by the School District of Philadelphia	No	Yes
Identification card issued by a private or public Pennsylvania educational institution (secondary and post-secondary schools)	Yes	Yes, if included
Software application administered by a private or public Pennsylvania educational institution (including elementary, middle, secondary, and post-secondary schools), that includes the student's name and photograph	Yes	Yes, if included
Youth work permit issued through the Pennsylvania State Board of Education by: a high school in Pennsylvania; the Pennsylvania Regional Offices of Education; the Pennsylvania Department of Labor	No	Yes
Employee identification card issued by the Pennsylvania State Board of Education or the School District of Philadelphia (must include photo)	Yes, if included	No
Face Sheet issued by the Philadelphia Department of Prisons (must include photo and Police Identification Number)	Yes	Yes
Pennsylvania Department of Corrections Inmate Identification Card (must include photo and DOB)	Yes	Yes
DC-1 Face Sheet Issued by the Pennsylvania Department of Corrections (must include photo, DOB, and State Identification Number)	Yes	Yes

Each of the following documents are worth one (1) point to satisfy the Poof of Identity requirement

Document	Meets Photo Req	Meets DOB Req
If the Applicant is a parent, a U.S. birth certificate of a child that lists the Applicant as a parent, (birth certificates issued in Puerto Rico prior to July 1, 2010 will not be accepted)	No	Yes (of parent)
Foreign birth certificate.	No	Yes
Foreign driver's license (need not be machine readable, must include photo, address, date of birth, and expiration date)	Yes	Yes
Foreign national identification card (need not be machine readable, must include photo and date of birth or age)	Yes	Yes, if included
Foreign military photo identification card issued to active duty, retiree, or reservist military personnel	Yes	Yes, if included



Official Pennsylvania Department of Human Services identification letter that verifies the identity of the letter bearer	No	No
Official copy of an academic transcript issued by a high school or post-secondary educational institution in the U.S., which includes the dates and/or school term attended by the Applicant, cumulative academic record, and, if applicable, the degree(s) awarded	No	Yes, if included
Letter issued by the Philadelphia Youth Network confirming eligibility to participate in Philadelphia Youth Network programs (must include DOB and address)	No	Yes
Immunization Record issued by the Philadelphia Department of Public Health or the Pennsylvania Department of Health	No	Yes, if included
Identification card, license, or other official federal document related to Medicare or Medicaid	No	No
Pennsylvania Electronic Benefit Transfer (“EBT”) Link Card	No	No
Benefits Verification Letter or other official letter, issued by the U.S. Social Security Administration or a Philadelphia County Assistance Office	No	Yes, if included
Union photo identification card that identifies the Applicant as a member of a union that represents employees working in a U.S. State, issued by such union (must include photo)	Yes	No
DD Forms 214/215, issued by the U.S. Department of Defense, indicating the Applicant’s condition of discharge from U.S. military service	No	Yes
NA Form 13038, issued by the U.S. National Personnel Records Center, indicating the Applicant’s condition of discharge from U.S. military service	No	Yes
NGB Forms 22/22A, issued by the U.S. Department of Defense, indicating the Applicant’s condition of discharge from U.S. military service	No	Yes
Signed letter from the Pennsylvania Department of Veterans Affairs, the City of Philadelphia Office of Veterans Affairs confirming the Applicant’s military status (must be original copy, on official letterhead)	No	No
Certificate of marriage, domestic partnership, civil union, divorce, or dissolution of marriage, domestic partnership, or civil union	No	Yes, if included
Voter registration card, issued by a U.S. State	Yes, if included	No
Selective Service Registration Card, issued by the U.S. Selective Service System	No	Yes
U.S. Individual Taxpayer Identification (“ITIN”) Card (IRS Form 9844), issued by the U.S. Internal Revenue Service (must include the Applicant’s signature, ITIN number, and name)	No	No
Criminal record check (Automated Fingerprint Identification System) with	Yes, if	Yes, if included



photograph	included	
PBPP-15 Notice of Board Decision, issued by Pennsylvania Board of Probation and Parole	No	No
DC-481 Medical Release Summary issued by the Pennsylvania Department of Corrections	No	Yes
Pennsylvania Department of Juvenile Justice Conditions of Aftercare Release	Yes, if included	Yes, if included
Pennsylvania adoption record of the Applicant or the Applicant's child	Yes, if included	Yes, if included

### *Proof of Residency*

In addition to proving your identity, you must establish Philadelphia residency, the applicant must submit one of the documents:

Note:

- **A Post Office Box address does not qualify as proof of residency.**
- **Proof of residency must be unexpired or dated within the 30-day period prior to submission of the application.**

Electronic versions of documents will be accepted as set forth below:

<b>Documents</b>	<b>Meet Residence Requirement</b>
Unexpired Pennsylvania driver's license or learner's permit;	
Unexpired Pennsylvania identification card;	
Unexpired U.S. Department of State Driver's License or Non-Driver Identification Card;	
Unexpired Pennsylvania Temporary Driver's License;	
Utility (i.e., gas, electric, water, internet, cable, telephone) bill (electronic versions will be accepted);	
Current Pennsylvania vehicle title or registration (electronic versions will be accepted);	
Local property tax statement or mortgage statement receipt, dated within the 12-month period immediately prior to the submission of the application (electronic versions will be accepted);	



<p>Bank account statement (including checking, savings, certificate of deposit, and investment accounts); issued by a financial institution insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration to the account holder at the account holder's residential address (electronic versions will be accepted);</p>	
<p>Proof of applicant's minor child's, or the applicant's (if a minor), current enrollment in an educational institution located within the City of Philadelphia (e.g., School District of Philadelphia Enrollment Form, letter on school's letterhead, report card, etc.), dated within the current school year, provided evidence of parentage or guardianship is provided as set forth in Section 5(C)(3)(a);</p>	
<p>Proof of applicant's minor child's, or the applicant's (if a minor), current enrollment in a program administered by the City of Philadelphia Department of Human Services (DHS), dated within the current school year, provided evidence of parentage or guardianship is provided as set forth in Section 5(C)(3)(a);</p>	
<p>Letter or record addressed to the applicant at an address within the City of Philadelphia from a school, college, or university located in Pennsylvania that the applicant or the applicant's child attends, dated within the current school year;</p>	
<p>Unexpired photo identification issued by a college, university, or technical college, if accompanied by a tuition/fee receipt addressed to a residence located within the City of Philadelphia;</p>	
<p>Employment record, including paystub, paycheck, or earnings statement issued with the name and address of the employer (electronic versions will be accepted);</p>	
<p>IRS Forms W-2, W-4, 1099-MISC, 1095-A, 1095-B, or 1095-C, provided such form is submitted on or before April 15 of the year following the tax year indicated on the form (electronic versions will be accepted);</p>	
<p>Letter or document issued by the U.S. Internal Revenue Service, the Pennsylvania Department of Revenue, or the City of Philadelphia Department of Finance, Revenue Division, addressed to the applicant regarding the applicant's personal tax status, dated within the 12-month period immediately prior to the submission of the application (electronic versions will be accepted);</p>	
<p>A summons or court order, issued by a Municipal, State or federal court, addressed to the applicant, requiring the applicant to appear before such court, including a notice to serve jury duty;</p>	
<p>A bill or invoice, addressed to the applicant, for insurance premiums due for homeowner's, renter's, health, life, or automobile insurance (electronic versions will be accepted);</p>	
<p>Current lease or sublease that includes the lease term, rent amount, terms regarding utilities, and lessor/sublessor contact information;</p>	



Current lease or sublease (that includes term/length, rent amount, terms regarding utilities, and lessor/sublessor contract information), lease addendum, rent notice, or other document issued by the Philadelphia Housing Authority listing the applicant as lessee and/or authorized resident of a residential unit of the Housing Authority or under the Housing Choice Voucher Program, dated within the 12-month period immediately prior to the submission of the Application;	
United States Postal Service change of address confirmation dated within the 60-day period immediately prior to the submission of the Application;	
Unemployment and/or disability check or receipt of payment issued by the State of Pennsylvania;	
Written verification on letterhead of the City Department of Human Services confirming that the applicant is in the custody of the City, or an agency operating on behalf of the City, and has resided within the City of Philadelphia for at least 15 days within the 30 day period immediately prior to the application, and specifying the address of the individual's residency;	
Written verification on letterhead of the organization from a hospital, health clinic, domestic violence shelter, homeless shelter or other social services agency located within, and in good standing with, the City of Philadelphia.	
Verification of release document from the United States Department of Health and Human Services, Office of Refugee Resettlement, that includes photo, date of birth, name, and address of the applicant's sponsor, dated within the 12-month period immediately prior to the submission of the Application;	
Order of Supervision (Form I-220B) issued by the U.S. Citizenship and Immigration Services, dated within the last 12-month period immediately prior to the submission of the Application; or	
An individual whose Municipal Identification Card is lost or stolen shall report the loss or theft to the Municipal Identification Program Manager's office. A cardholder shall surrender their Card to the Program Manager's office upon ceasing to reside in Philadelphia.	
Review of Application Denial. An applicant who has been denied a Municipal Identification Card may seek review of the denial determination by submitting a review request, on a form and in a format established by the Municipal Identification Program Manager, to the Program Manager within thirty days of the denial.	

**DISCLAIMER:** This guide is a summary of the PHL City ID Regulations and its aim is to explain, in simple form, the eligibility requirements to qualify for a PHL City ID.

Once the application is completed, a staff member shall review all documents received from applicant for accuracy and completeness.





## Fees

Receipt of a Municipal Identification Card, including renewals and replacements of cards, shall be subject to the following fees:

Applicant Age	Application Fee
13 - 17 years old	\$5.00
18 - 64 years old	\$10.00
65+ years old	No Cost