



Applicant Document Guide

Use this document guide when you are completing the “Application for the City of New Orleans’ Crescent City ID.”

To qualify for a Crescent City Identification Card, you must be a resident of the City of New Orleans and meet the following document criteria:

Applicants must provide **proof of identity and proof of residency** within the City of New Orleans. All residents who meet the eligibility criteria and submit documents totaling **five (5) points** will be issued a Crescent City Identification Card. Documents may be submitted as either originals or clear, legible copies.

Eligibility Requirements

Refer to Lists A, B, and C, which outline the acceptable documents for meeting the requirements. To obtain a Crescent City Identification Card, the required documents shall prove the following:

- **Proof of Identity:** Applicants shall provide documents totaling **four (4) points** to verify their identity from **List A or B**.
- **Proof of Residency:** Applicants shall provide documents totaling **one (1) point** to verify they currently reside within the City of New Orleans from **List C**.

Applicants may **not** use the same document to fulfill both the proof of identity and proof of residency requirements to total five (5) points. The only exception is the **Letter of Care**, which may be used for both identity and residency verification.

The **Letter of Care** is a City-issued form signed by an authorized representative to verify an applicant’s identity and/or residency in New Orleans.

- In Person Identity Verification: If used to verify identity, the authorized representative must be present at submission, present government or employer issued identification, and attest to the accuracy of the applicant’s name and date of birth. This serves as a substitute for a photo.

Authorized representatives of 501(c)(3) nonprofits, faith-based institutions, housing shelters or other New Orleans based community organizations may contact the Crescent City ID team to request the form.

Additional information about the Crescent City ID Program can be found on the Crescent City ID Program website - nola.gov/crescentcityID



Applicant Document Guide

Proof of Identity: To meet the requirements for proof of identity, applicants shall provide documentation totaling **four (4) points** that proves their name, date of birth, and photograph.

In order to meet the requirements for proof of identity, applicants may provide one document from List A that shows their name, date of birth, and a photograph for a total of four (4) points.

[Refer to List A, outlining the documents that meet this requirement.]

If an applicant does not have a document from List A, they shall provide two (2) documents from List B to prove their identity for a total of **four (4) points**:

- **One (1) document** from List B showing their name and date of birth for **two (2) points**
- AND
- **One (1) document** from List B showing their name and a photograph for **two (2) points**

[Refer to List B, outlining the documents that meet this requirement.]

Proof of Residency: To meet the Proof of Residency requirement, applicants shall demonstrate that they currently reside in the city of New Orleans at a physical address.

P.O. Boxes are NOT accepted, even if located in New Orleans. The provided document shall show the applicant's name associated with the physical address in New Orleans.

Applicants shall submit **one (1) document** from **List C**, which is valued at **one (1) point**, to fulfill this requirement. For children under the age of 18, a parent or guardian may provide documentation from List C that shows the parent or guardian's name and physical address of the minor in New Orleans.

[Refer to List C, outlining the documents that meet this requirement.]

Proof of Identity

To meet the Proof of Identity requirement, applicant shall provide **one (1) document** from **List A**. Each document in List A is valued at **four (4) points**, as it verifies applicant's **name, date of birth, and photograph**. Providing a single document from List A fulfills the total point requirement for Proof of Identity.

LIST A

Document	Meets Photo Req.	Meets DOB Req
U.S. Passport book (current or expired)	Yes	Yes
U.S. Passport Card (current or expired)	Yes	Yes
Foreign Passport (current or expired)	Yes	Yes
U.S. State Driver's License (current, expired, or suspended)	Yes	Yes
Foreign Driver's License (current or expired)	Yes	Yes
Louisiana State Identification Card (current or expired)	Yes	Yes
Foreign Identification Card (current or expired)	Yes	Yes
Consular Identification Card (current or expired)	Yes	Yes
U.S. Certificate of Naturalization (with photo)	Yes	Yes
U.S. Certificate of Citizenship (with photo)	Yes	Yes
U.S. Military Identification Card	Yes	Yes
U.S. Military Independent Identification Card	Yes	Yes
U.S. Permanent Resident Card Issued by United States Citizenship and Immigration Services	Yes	Yes
U.S. Coast Guard Merchant Mariner Card	Yes	Yes

Proof of Identity

LIST A

Document	Meets Photo Req.	Meets DOB Req
U.S. Visa, issued by the United States Department of State (with photo)	Yes	Yes
Form I-766 Employment Authorization Card or Work Permit Issued by United States Citizenship and Immigration Services	Yes	Yes
Form I-385 Alien Booking Record by United States Citizenship and Immigration Services	Yes	Yes
Global Entry Identification Card	Yes	Yes
Enhanced Tribal Cards and Native American Tribal Identification Card (with photo)	Yes	Yes
Louisiana Learner's Permit (with photo)	Yes	Yes
Temporary Driver's License (with photo)	Yes	Yes
Department of Public Safety Corrections Prison Identification Card (with photo)	Yes	Yes
Deferred Action for Childhood Arrivals Identification Card	Yes	Yes

Proof of Identity

If an applicant does not have a document from List A, to meet the Proof of Identity requirement applicant shall provide **two (2) documents from List B:**

- **One document** that verifies applicant's **name and date of birth** (worth 2 points).
- AND
- **One document** that verifies applicant's **name and photograph** (worth 2 points).

Together, these two documents must total **four (4) points** to satisfy the Proof of Identity requirement.

LIST B

Document	Meets Photo Req.	Meets DOB Req
Birth Certificate (U.S. or Foreign)	No	Yes
Birth Card	No	Yes
Birth Registration Card or Certificate Issued by a State, Parish, Bureau of Vital Statistics	No	Yes
U.S. or Foreign Hospital Record of Birth	No	Yes
Certificate of Report of Birth Abroad	No	Yes
Consular Report of Birth Abroad	No	Yes
Judgment of Adoption, Decree, Court Order, or Certificate of Adoption	No	Yes
Religious Record made before the age of five showing the applicant's date of birth (such as baptismal certificate)	No	Yes
Youth Work Permit	No	Yes
Prison Release Documents or Letter from Probation Officer	No	Yes
Form I-831 Information Regarding Beneficiary's Eligibility for Classification as a V Nonimmigrant by United States Citizenship and Immigration Services	No	Yes

Proof of Identity

LIST B

Document	Meets Photo Req.	Meets DOB Req
I-94 (Arrival/Departure Record) issued by the U.S. Customs and Border Patrol	No	Yes
DD214 (military discharge papers)	No	Yes
Health Insurance Card (with date of birth)	No	Yes
Medicaid or Medicare Card	No	Yes
Medical Record(s)	No	Yes
Immunization Records	No	Yes
Taxpayer Identification Number Letter (ITIN)	No	Yes
Form I-864 Affidavit of Support	No	Yes
Letter of care from a community-based organization, religious organization, shelter, or other service provider as the administering agency may deem appropriate providing proof of an applicant's name and date of birth	No	Yes
Student Identification Card (U.S. or Foreign)	Yes	No
Government Employee Identification Card (City, Parish, State, or Federal)	Yes	No
Employment Identification Card	Yes	No
Veterans' Identification Card issued by the U.S. Department of Veterans Affairs	Yes	No
U.S. Labor Union membership or Identification Card	Yes	No
Firearm License	Yes	No

Proof of Residency

To meet the Proof of Residency requirement, applicants shall provide **one (1) document** from List C.

Each document in List C is valued at **one (1) point** and shall show the applicant's name linked to a current physical address within the city of New Orleans. **P.O. Boxes are not accepted**, even if located in New Orleans. This single document satisfies the total requirement of one (1) point for Proof of Residency. For applicants under the age of 18, proof of residency may also be demonstrated through a parent or guardian's documentation showing the child's physical address in Orleans Parish.

- ☐ Louisiana Voter's Registration Card
- ☐ Current Lease or Rental Agreement
- ☐ A school-issued document from a public or private school in Orleans Parish (within the last academic year)
- ☐ Employment or Tax Records (W-4, W-2, 1099, or paystubs from the past 60 days)
- ☐ Louisiana Vehicle Registration Certificate
- ☐ Utility Bill (electric, gas, or water from the past 60 days)
- ☐ Current Insurance Policy (Life, Health, Auto, or Home)
- ☐ Two (2) Bank or Credit Statements from the past 60 days
- ☐ Military Orders Issued
- ☐ Form I-864 Affidavit of Support
- ☐ Non-legal Custodian Affidavit
- ☐ Current Social Security Award Letter
- ☐ I-797 Notice of Action, including any subtypes (I-797A, I-797B, I-797C, I-797D, I-797E, or I-797F), issued by USCIS with a notice date within the past 60 days
- ☐ Letter of Care from a community-based organization, religious organization, shelter, or other service provider as the Administering Agency may deem appropriate providing proof of an applicant's residency and specific address within the city

Proof of Residency

- ☐ Current Award Letter or Benefit Verification Letter from a Federal Government agency that issues or provides disability benefits to disabled persons
- ☐ Current EBT Award Letter
- ☐ Any piece of mail postmarked within the past 60 days, which shows the applicant's name and address, excluding unsolicited mail (i.e. junk mail)