File #: Int 0216-2024, **Version:** A

Int. No. 216-A

By Council Members Hanif, Ayala, Brewer, Restler, Won, Ung, Hudson, Avilés, Cabán, Rivera, Riley, Sanchez, Brannan, Farías, De La Rosa, Louis, Joseph, Gutiérrez, Banks, Mealy and the Public Advocate (Mr. Williams)

A Local Law to amend the administrative code of the city of New York, in relation to enhancing the application process for the New York city identity card

Be it enacted by the Council as follows:

Section 1. Subdivision b of section 3-115 of the administrative code of the city of New York, as added by local law number 35 for the year 2014, is amended to read as follows:

b. New York city identity card program.

(1) The mayor shall designate an agency to administer the New York city identity card program. The administering agency shall promulgate all rules necessary to effectuate the purposes of this subchapter.

(2) The administering agency shall designate access sites, including at least one site located within each of the five boroughs of the city of New York, where applications for such card shall be made available for pick-up and submission. The administering agency shall [also] make blank applications available online and shall accept online submissions of applications for renewal of such card. The administering agency shall show appointments at each location for the earliest available date and time on any online appointment scheduling system.

(3) The administering agency shall establish a pilot program to offer same-day and walk-in appointments to accept applications for the New York city identity card. Such pilot program shall, at a minimum, identify and operate 1 access site located within at least 4 boroughs of the city of New York that will allow same-day and walk-in appointments 1 day per week per site. The administering agency shall commence

operations at such sites no later than the effective date of this local law. The administering agency shall publish on its website the location and day of operation of the access sites offering same-day and walk-in appointments. Every 6 months, the administering agency shall transmit a letter to the speaker of the council that states whether such administering agency intends to extend the pilot program or terminate it, and shall include the reasons for such extension or termination. The administering agency may terminate the pilot program immediately and without notice should safety concerns arise that are out of the control of the administering agency, provided that, within 7 days of such termination, the administering agency shall transmit to the speaker of the council a notification letter of the termination and the reasons for such termination.

(4) The administering agency shall:

(i) Perform a quarterly assessment of the number of applicants for a New York city identity card and use such assessment to inform the number of on-site application review appointments made available in the next quarter; and

(ii) Provide mandatory training at least once every year for employees of such administering agency on the application process for a New York city identity card, including a review of all documentation necessary for such application.

(5) The administering agency shall make available a process in which a supervisor is available to review documentation that has been declined during the application appointment. In the event that the administering agency declines to accept a document in connection with such application, following review by such supervisor, the applicant may elect to complete the enrollment process, and the administering agency shall process such application in the regular course of business. If the administering agency denies such application, the agency shall provide a letter to such applicant explaining the reasons for denial of such application.

§ 2. Paragraph 1 of subdivision c of section 3-115 of the administrative code of the city of New York, as added by local law number 35 for the year 2014, is amended to read as follows:

c. Issuance of New York city identity cards.

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(1) The New York city identity card shall display, at a minimum, the cardholder's photograph, name, date of birth, address, an issue date, and an expiration date, provided that the administering agency may by rule establish procedures to protect the addresses of victims of domestic violence or alternate requirements for applicants who lack a permanent address. Such card shall also, at the cardholder's option, display the cardholder's self-designated gender. Such identification card shall be designed in a manner to deter fraud.

§ 3. This local law takes effect 120 days after it becomes law.

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