

Proof of Identity Fact Sheet



NYC EMPLOYEES'
RETIREMENT SYSTEM

All Tiers

November 2021

The New York City Employees' Retirement System (NYCERS) will accept certain documents from members, retirees, or beneficiaries as proof of their name (not proof of date of birth) or change of name.

The appropriate items from **Part I - Proof of Identity Section A and Section B** must be provided to satisfy requirements for acceptable proof of identification of name.

The appropriate items from **Part II - Proof of Name Change** must be provided as proof of a name change.

If the individual is unable to provide sufficient proof as listed above (such as for non-U.S. Citizens), the matter will be handled on a case-by-case basis by the division manager.

Part 1 – Proof of Identity

The following are acceptable proofs of name identification. Appropriate items from Section A **and** Section B must be provided:

A. The individual must show a **U.S. Social Security Card**; if none exists, then any of the following may substitute for a Social Security Card:

- Medicaid or Medicare Card; **or**
- Social Security Annual Statement; **or**
- 1099; **or**
- Original letter from Social Security Administration stating individual's Social Security number and date of birth (must be on official letterhead).

B. In addition to the requirements in Section A above, the individual must provide **one (1)** item from Section I or **two (2)** items from Section II or **three (3)** items from Section III:

Section I: Any **one (1)** of the following:

- Driver's License, Learner Permit or Non-Driver ID Card **with** Photo that is current or expired for not more than two (2) years, from any State within the United States or U.S. Territory¹; **or**
- U.S. Passport or Passport Card; **or**
- U.S. Military Photo ID Card; **or**
- Certificate of Naturalization; **or**
- Certificate of Citizenship; **or**
- U.S. DOS Consular Report of Birth Abroad (FS-240, DS-1350, F-545); **or**
- Benefit/Medicaid/NY Food Stamp Card **with** Photo; **or**
- Current Resident Alien or Permanent Resident Card; **or**
- Valid New York City Municipal ID Card (IDNYC); **or**
- Original or certified copy of U.S. or U.S. Territory Birth Certificate showing both first and last name, issued by a Board of Health or Bureau of Vital Statistics. **Note:** Birth Certificates from Puerto Rico issued prior to July 1, 2010 are invalid and, thus, not acceptable. If no valid Birth Certificate from Puerto Rico can be provided, then the individual may submit other proof of identification in lieu of the Birth Certificate in accordance with this section.

¹(U.S. Territories are: American Samoa, Guam, Mariana Islands, Marshall Islands, Puerto Rico, Virgin Islands and Wake Island).

-OR- See Sections II and III on next page.



Section II: If the individual cannot satisfy the requirements of Section I, then any **two (2)** of the following are acceptable:

- U.S. Marriage or Divorce Record OR Court issued Name Change Decree
- U.S. Military Dependent ID Card
- Benefit/Medicaid/NY Food Stamp Card **without** Photo
- U.S. State Certificate of Title issued for any vehicle
- U.S. State Interim License or Computer-generated Learner Permit
- U.S. State Professional License
- U.S. State Registration Document (Vehicle or Boat only)
- U.S. State or Canadian Province or territory Photo Driver License (must be current or expired no longer than one (1) year)

Section III: If the individual has **none** of the items in Section II, then **three (3)** of the following are acceptable. However, if the individual can provide only **one** of the items from Section II, then any **two (2)** of the following are required:

- Bank Statement
- Cancelled Check (with pre-printed name and address)
- Federal or State Income Tax W-2 (with SSN)
- U.S. Cash or Debit card (ATM) OR Valid Major U.S. Credit Card (must have signature and pre-printed name)
- U.S. Computer Printed Pay Stub (with name and address)
- U.S. Employee ID Card
- U.S. College ID
- U.S. Health Insurance Card/Prescription Card to show current proof of health insurance coverage
- U.S. Union Card
- U.S. Utility bill with name and address. (A utility bill is a bill containing the applicant's name and address for any recurring service such as home phone, cell phone, electric, gas, garbage collection, or water bill).
- Veteran's Universal Access Photo ID Card

Part 2 – Proof of Name Change

In order to change a name in NYCERS' records, the individual must present their Birth Certificate, [Form #291 – Name Change Affidavit](#), and:

1. For individuals who were previously married and have resumed the use of their birth name, a copy of the judgment of divorce authorizing the use of the birth name; **or**
2. For members who have had multiple name changes, NYCERS requires documentation, such as a marriage certificate or divorce decree, for each change of name, up to, and including, the current name; **or**
3. If a name was changed by court order, a copy of such court order; **or**
4. For all other name changes, the individual must comply with Part 1 above (Sections A and B); **or**
5. If the requirements from Part 1 cannot be satisfied then any **three (3)** of the following additional documents showing the changed name will be acceptable:
 - A school record
 - A bible or other family record (the original document must be presented for NYCERS' examination)
 - An insurance policy
 - An employment record showing name
 - A child's birth certificate which shows member's/retiree's name
 - An immigration record
 - Some other record which shows the name, for example: hospital treatment, labor union, permits, licenses, voting registration receipts, valid New York City Municipal ID Card (IDNYC)

