

## City of New Brunswick Identification Card Terms and Conditions

### As a City of New Brunswick identification cardholder, I understand that:

- The New Brunswick City ID Card (“NBCID”) is solely used by residents of the City of New Brunswick.
- NBCID is issued to assist in the identification of the valid cardholder for the purposes of obtaining services from the City of New Brunswick and at the discretion of businesses within the City of New Brunswick.
- NBCID card is valid for a term of two (2) years from date of issuance.
- NBCID is non-transferable.
- Altering or intentionally damaging the New Brunswick City Identification Card, using another person’s Identification Card, or allowing the cardholder’s City Identification Card to be used by another person may result in confiscation of the card and violation of N.J.S.A. 2C:28.7.
- The cardholder is responsible for paying any replacement fee when a NBCID is lost, stolen, confiscated, or intentionally damaged, or when any information is changed at cardholder’s request.
- Cardholder should notify the City of New Brunswick immediately if a card is lost or stolen and must provide a lost/stolen report.
- Relocation out of the City of New Brunswick invalidates the card and shall be returned to the City for destruction. Any use in violation shall forfeit any application of the City of New Brunswick Identification card.

**All applicants must meet the following criteria to apply for the New Brunswick City ID Card:** Upon arrival at the enrollment site person(s) will be handed the New Brunswick City ID application. **Applicant must have at least four (4) points proving Identity and two (2) points proving Residency documents from categories listed below.**

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

**\*New Applications: \$20**

**\*New Card Information Change: \$7**

**\*Card Lost/Stolen: \$10**

**\*Seniors/Child: \$7**

**\*If applicants are unable to pay the \$20 fee, then a Financial Hardship Affidavit must be attached with the application for review.**

#### Validation and verification process of the 6 Points System:

**ALL DOCUMENTS MUST BE ORIGINALS, CURRENT OR IF EXPIRED, SAID EXPIRATION MUST BE TWO (2) YEARS OR LESS FROM THE DATE OF PRESENTATION**

#### **Four (4) Point Documents – Proof of Identity/Residency**

- \*U.S. State Driver’s License or Learner’s Permit Photo ID
- \*U.S. State Identification Card

#### **Three (3) Point Documents – Proof of Identity**

- \*Consular ID Card with photograph
- \*VISA (current) or current U.S. Work Permit
- \*National Identification Card (must have photo, name, address, date of birth and expiration date)
- \*New Brunswick ID Card (Information change or renewal)
- \*Birth Certificate (U.S.)
- \*U.S. Permanent resident (Green Card)
- \*U.S. Citizenship and Naturalization Certificate
- \*U.S. Federal Government or Tribal issued photo ID
- \*State Veterans ID with photo
- \*Temporary Protected Status (TPS) Card with photo
- \*U.S. Military Identification Card
- \*U.S. or Foreign Passport
- \*City of New Brunswick Employee ID Card (Current)
- \*NJ Boating License

#### **Two (2) Point Documents – Proof of Identity**

- \*Proof of a minor enrolled in New Brunswick Public or Private School
- \*Foreign Driver’s License
- \*Prisoner ID Card
- \*Face Sheet (formerly incarcerated release form)
- \*Foreign Military Identification Card with photo
- \*Birth Certificate (Foreign)
- \*NJ Valid Auto Registration

#### **One (1) Point Documents – Proof of Identity**

- \*ITIN Card (must be accompanied by an ID with a photo)
- \*Written, notarized verification issued by a family member, church, hospital, health care agency, Social Services agency or shelter **(limit of one per applicant)**.
- \*Social Security Card
- \*Electronic Benefit Transfer (EBT) Card
- \*High School or College Diploma
- \*Voter Registration Card
- \*Unemployment Photo ID Card

#### **Two (2) Point Documents – Proof of Residency**

- \*Utility bill with name and address
- \*Cable bill
- \*Auto Insurance Card
- \*Notarized Residential lease
- \*Auto Insurance

#### **One (1) Point Documents – Proof of Residency**

- \*Insurance bill
- \*Bank Statement
- \*Employment Pay Stub
- \*Local property tax statement
- \*Original documents from health or Social Services organization such as social worker, churches, shelter or family member (in care of) confirming applicant is a New Brunswick resident. **(Limit of one per applicant)**.
- \*Income Tax filing form (1 year)