

Hartford City ID

Application Checklist

Residents Must Submit: 1 Document from Primary Proof of ID, 1 Document from Secondary Proof of ID and 1 Document from Proof of Address

PRIMARY PROOF OF ID

Provide one (1) Proof of Identity document with your photograph and Date of Birth from the following list:

1. US or foreign passport
2. US or foreign driver license
3. US state ID issued by any state or territory of the United States
4. Consular identification card issued by a foreign government
5. US military or veteran ID card
6. US Homeland Security immigration case documentation
7. US tribal identification card
8. Foreign government issued national identity card
9. US or foreign voter ID card with photo
10. US permanent resident card (Green Card)
11. US work permit
12. US Criminal record check (AFIS) with photo
13. Offender Tracking Information record issued by a US Department of Corrections
14. Homeless Management Information System (HMIS) ID card or service record with photo
15. US educational institution identification card
16. US educational institution records with photo
17. US employee identification card
18. Connecticut Department of Corrections prisoner identification card
19. Connecticut Social Services agency issued ID

SECONDARY PROOF OF ID

Provide one (1) document from the following list:

1. Social security card
2. US tax payer ID number -ITIN- (card or authorization letter)
3. US vehicle registration
4. US property tax statement

5. US utility bill
6. US bank account or credit card statement
7. US insurance bill (medical, auto, home, life, renter)
8. US employment records (W-4, W-2, 1099, I-9)
9. US Pay stub
10. US current residential lease or rental agreement
11. US or foreign Baptism Cert. (translated to English)
12. US or foreign marriage license or divorce decree (translated to English)
13. US Income tax return
14. US educational records (transcripts and diplomas)
15. US adoption records
16. US emancipation petition with file stamp
17. Criminal record check (AFIS) without photo

PROOF OF ADDRESS IN THE CITY OF HARTFORD.

Proof of address documents must be dated within 30 days from card application date. Provide one (1) document from the following list:

1. US utility Bill (Phone, Electricity, Gas, Heating, Water or Internet)
2. US Current residential rental or lease agreement
3. US employment pay stub
4. US bank account or credit card statement
5. Hartford property tax statement dated not more than one (1) year prior to the date application is submitted.
6. Mortgage payment receipt for real state property located within Hartford
7. Bill for homeowner, renter, health, life or automobile insurance
8. Jury summons or court order issued by a federal or state court
9. Federal or state income tax or refund statement dated not more than one (1) year prior to the date of application
10. Written verification issued by a homeless shelter located in Hartford confirming at least 15 days of residency
11. Written verification issued by a hospital, health clinic, or social agency located in Hartford confirming at least fifteen (15) days residency
12. US vehicle registration

CARD APPLICATION GUIDELINES

1. Application process MUST be completed in person at the enrollment centers
2. Providing false or misleading information to obtain the Hartford City ID card is against the law
3. All documentation submitted MUST be original copies with no alterations or signs of tampering
4. No document can be used to fulfill more than one application requirement
5. Primary Proof of ID documents Expired No more than five (5) years prior to date of application are acceptable
6. A married applicant or a minor can use proof of city residency documentation bearing his/her spouse's, parent's or legal guardian's name to meet the city residency requisite to apply for the card
7. Underage applicants must be accompanied by a parent or legal guardian. Proper documentation must be presented to establish the legal relationship between the underage applicant and the accompanying adult
8. The Hartford City ID card is valid two (2) years from date of issuance
9. If two Primary Proof of ID documents are used for application, no Secondary Proof of ID document is required

ENROLLMENT PROCESS

1. Confirm you have the correct documents to apply (see card application check list).
2. Identify and visit a preferred enrollment center: Hartford Public Library, Downtown Branch and the Office of Town and City Clerk. You must apply for your card at an enrollment center.
3. Your Hartford City ID Card will be mailed to the address listed on your application in 10-15 business days. If selected, cards can be picked up from enrollment center approximately 15 days later.

PRIVACY & CONFIDENTIALITY

The City of Hartford will protect the confidentiality of all City ID card applicants to the maximum extent allowable by applicable federal and state law, and in accordance with local Municipal Code Article XXII Sec 2-395.