Your new **applicator/technician photo identification card** from the Department of Environmental Conservation (DEC) will be manufactured by the NYS Department of Motor Vehicles (DMV). To do this, DMV must take your picture or have a picture of you on file.

- **If you already have** a valid NYS Driver License or Non-Driver ID Card with a photo, **you do not need to visit a DMV office**. Complete the attached DEC Certified Applicator/Technician Application for Photo ID Card and return the form to the DEC.

- **If you do not have** a valid NYS Driver License or Non-Driver ID Card with a photo, **you must visit a DMV office to have your picture taken at no charge**. Bring this form and proofs of your name, date of birth, and signature to the DMV office (see “Identification Requirements below”). After reviewing your proofs, a DMV staff member will take your picture and give you a receipt. Your receipt (FS-6T) will have a 9-digit ID number assigned by DMV. Write that number on the DEC Certified Applicator/Technician Application for Photo ID Card and return the form to the DEC.

If you want, you can apply for a NYS Non-Driver ID Card when you have your picture taken at the DMV office.

**IDENTIFICATION REQUIREMENTS**

Before DMV can take your photo, you must provide proof of name, and proof of date of birth. **All proofs must be original documents or documents certified by the agency that issued them**. At least one proof must show your signature. **Photocopies are not acceptable**. Documents of the same type count as only one proof (for example, two or more credit cards count as only one credit card). For a list of acceptable documents for proof of identity and proof of date of birth, see DMV form ID-44, available on-line at www.nysdmv.com. (NOTE: For an Image Capture Only transaction, it is not a requirement that you present a Social Security card as one of your proofs of identity. If you do present a Social Security card as a proof of identity, it will count for two points.)

**Warning** - DMV will not accept documents with alterations or erasures. Any such documents may be confiscated. Presenting fraudulent documents may also result in criminal prosecution.

### DMV OFFICE INSTRUCTIONS (DMV Use Only)

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<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Sex</th>
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The NYS Department of Environmental Conservation referred this customer to DMV for an Image Capture Only (ICO) transaction. (Reminder: The ICO is a no-fee transaction.) If the customer only needs an ICO for the Department of Environmental Conservation’s ID card, an MV-44 application is not needed. However, if the customer also wants to obtain a Non-Driver ID Card, have him/her complete an MV-44, and process as usual.

In either case, **review** the customer’s proofs of name, date of birth and signature for acceptability. **Identify** the proofs the customer provides by checking them on an ID-44. (NOTE: For an Image Capture Only transaction, it is not a requirement that the customer present a Social Security Card as one of their proofs of identity. If they do present a Social Security Card as a proof of identity, it will count for two points.) **Print** the customer’s name, date of birth, and sex in the spaces above. **Staple** the office copy of the FS-6T to this page and to the ID-44 (and to the MV-44 if one is needed), and place the pages in your batch paperwork. **Tell** the customer to keep his/her copy of the FS-6T, because he/she will need the client ID# that is printed on the FS-6T.