**PARAMETERS TO RENEW**

**RETIRED ID CARDS AND VIA PROXY**

1. **Retired Identification Card must be previously expired or expiring within 3-6 months of expiration date.**
2. **Retiree must have identification card photo on file between November, 2002 and the present.**
3. **Prior to November, 2002 member must appear in person for a new photo.**
4. **Retired member of the service or proxy must present the expired retired identification card for renewal.**
5. **If retired identification card is lost, member or proxy must bring a copy of the jurisdiction’s incident report or official police report.**
6. **“Retiree Application” form (see attached document) must be completed in advance or in the alternative when present.**
7. **Retirees that reside within New York City and adjoining counties must renew their identification card personally.**
8. **Retirees that reside outside New York City and the adjoining counties may have a proxy renew their identification card.**
9. **If proxy is renewing more than 10 identification cards, they may be required to return later that day or the next day to accommodate processing.**

**These parameters may be subject to change without notification.**