

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>  <b>Distribution:</b>  ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input checked="" type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/>  NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input checked="" type="checkbox"/> NYC Agencies <input checked="" type="checkbox"/> SUP ALJs <input checked="" type="checkbox"/>	<b>Transmittal Number:</b> 01-35
	<b>Date:</b> July 30, 2001 <b>Page:</b> 1 of 2
	<b>Subject:</b>  Appellant Identification Procedure

A procedure has been developed to insure that clients accessing hearing sites throughout the state provide proper identification when appearing for a hearing or conducting other fair hearing-related business. This should help to insure that appropriate identity is established and confidentiality is protected.

**Clients/Representatives Reporting for a Fair Hearing at 14 Boerum Place, Brooklyn**

Clients and representatives reporting for a hearing will be asked for appropriate identification (preferably photo ID) as they check in at the designated reception areas on the 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> floors. After appropriate identification is presented, the normal check-in procedures will continue. Those individuals failing to show proper identification will also continue to be processed; however, their lack of ID will be communicated to the Administrative Law Judge assigned to their hearing. The Administrative Law Judge will determine whether or not the client can sufficiently establish his or her identity in order to proceed with the hearing.

**Clients/Representatives Reporting for a Fair Hearing at 330 W. 34<sup>th</sup> Street or 109 E. 16<sup>th</sup> Street, Manhattan**

Clients and representatives reporting for hearings at the 34<sup>th</sup> Street or 16<sup>th</sup> Street. hearing locations will be asked for identification at the reception desk on the 3rd floor of the respective locations and then processed according to the instructions outlined above for Boerum Place.

**Clients/Representatives Reporting for a Fair Hearing in Upstate Districts**

Clients and representatives reporting for hearings in upstate locations will be asked for appropriate identification by the Administrative Law Judge.

**Clients/Representatives Requesting a Fair Hearing and/or Conducting other Fair  
Hearing-Related Business in Person – All Locations**

Staff should ascertain through the interviewing process if an individual requesting a hearing, adjourning or otherwise conducting business related to a hearing is acting on his or her own behalf or on behalf of someone else. For example, a person may request a hearing on behalf of a friend or relative but should be identified in the comment section of the 1891 as the requestor. Although, it will not be necessary to require identification in all instances, interviewers may request identification in any situations they feel are unclear or identification is otherwise warranted.

Any questions related to this transmittal should be directed to Louise Finkell at (518) 473-4969 or [89A064@afa.state.ny.us](mailto:89A064@afa.state.ny.us).



---

Mark Lacivita, Director of Administration  
Office of Administrative Hearings