

MINIMUM VERIFICATION REQUIREMENTS

Instructions: We require a photocopy of the following information for all household members listed in Section II of your pre-application.

PROOF OF BIRTH

Proof of Birth is required for ALL family members. A photocopy of any of the following documents will be acceptable as proof of birth:

- An official state issued Birth Certificate (must include name, date & place of birth, & one or both parents); or
- A hospital issued Proof of Birth (must include name, date & place of birth, & one or both parents); or
- A church issued certificate / Baptismal (must include name, date & place of birth, & one or both parents); or
- A Permanent Resident Card or U.S. Passport (copies of both the front side & back side of documents required); or
- Military Form DD-214

If none of the above is available after making serious attempts and providing our office with written verification from the sources listed above, we will accept a CERTIFIED affidavit from the applicant. The affidavit must indicate the child's name, parent's name, date of birth and place of birth. Please ask AHA staff for a copy of the affidavit form.

NOTE: Single pregnant applicants with no other dependants are required to provide a doctor's written statement attesting to their pregnancy and to include the due date.

PROOF OF CITIZENSHIP / ELIGIBLE IMMIGRATION STATUS

For household members born outside the United States, we require a photocopy of both front and back of official documents issued by the Immigration and Customs Enforcement (ICE). These documents include:

- Resident Alien Card or Permanent Resident Card; or
- I-94, Refugee, Asylum, or Conditional Entry Card; or
- Temporary Evidence of Lawful Admission for Permanent Residence Card; or
- Parole Status Card

SOCIAL SECURITY NUMBERS

Proof of a Social Security number is required for ALL family members (i.e. Copy of social security card). If any household member(s) cannot provide a social security card at time of pre-application, we will TEMPORARILY accept copies of a NUMI – which contains the name & SSN of the individual. If you do not have a Social Security Number you will be required to sign a special form certifying to this.

NOTE: ALL FAMILY MEMBERS WILL NEED AN ORIGINAL SOCIAL SECURITY CARD AT TIME OF CERTIFICATION FOR SECTION 8 OR PLACEMENT IN PUBLIC HOUSING.

PHOTO I.D.

All pre-applicants 18 years of age & older must provide a copy of a valid photo identification card. These include but are not limited to: A state issued driver's license, ID card, U.S. military or Veterans Affairs issued photo ID card, or photo ID card issued by a federally recognized Indian Nation, Tribe or Pueblo.

MARRIAGE LICENSE / DIVORCE PAPERS

If you are married, please provide a copy of a ***Marriage Certificate***. If you are divorced, please provide a copy of a ***Final Divorce Decree***, if decree identifies a ***Supplemental Agreement*** or ***Marital Settlement Agreement*** you **must** provide these documents. We will also accept Federal or State tax forms for the prior tax year that indicates either ***Married Filing Jointly, Single Filing, or Filing as Head of Household***.

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