

Section 1. Applicant Information and Verification. To be completed and signed by applicant.

Print Name: Last	First	Middle Initial	Maiden Name:
Address: (Street Name and Number)		Apt. #:	Date of Birth: (month/day/year)
City	State	Zip Code	Social Security #:
I attest, under penalty of perjury, that I am (check one of the following):		Regulations governing this program do not allow non-resident or undocumented aliens to receive housing assistance, pursuant to 42 USCA §1436a	
1. <input type="checkbox"/> A citizen or National of the United States		If I have checked the box at the left as a Temporary or Permanent Resident or his/her spouse or child, I attest, under penalty of perjury, that I have abandoned, or am abandoning, my residency in any foreign country, that I do not intend to join my spouse or parent in any foreign country, and that I am not a student.	
2. <input type="checkbox"/> A lawful Temporary or Permanent Resident or his/her spouse or child (Alien or Admission # _____)			
3. <input type="checkbox"/> A nonresident or undocumented alien			
Applicant's Signature:			Date: (month, day, year)

Section 2. Review and Verification. To be completed and signed by City. Complete the following section identifying forms of documentation examined as proof of residency.

<p>1. Citizen of National of the United States:</p> <p><input type="checkbox"/> Social Security Card #: _____</p> <p><input type="checkbox"/> Birth Certificate County: _____ State: _____</p> <p><input type="checkbox"/> U.S. Passport # _____</p> <p><input type="checkbox"/> Certificate of Naturalization #: _____</p> <p><input type="checkbox"/> Other: _____</p>	<p>2. Temporary or Permanent Resident, his/her spouse or child:</p> <p><input type="checkbox"/> Social Security Card #: _____</p> <p><input type="checkbox"/> U.S. Passport #: _____</p> <p><input type="checkbox"/> Resident Alien Card #: _____</p> <p><input type="checkbox"/> Alien Registration Card #: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Alien File #: _____</p>
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CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named applicant, that the above-listed document(s) appears to be genuine and to relate to the applicant name, and that to the best of my knowledge, the applicant is eligible to receive housing assistance through the program applied under.

Signature of City Representative:	Print Name:	Title:
Business or Organization Name: CITY OF PLANO, TEXAS	Date:	

Section 3. Verification with Immigration and Naturalization Service. To be completed by City representative or employee.

Date Residency Verified:	Verification Method: <input type="checkbox"/> SAVE <input type="checkbox"/> Other: _____	Verified by: Name: _____ Title: _____
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**City of Plano, Texas
Community Services**

Residency Verification

INSTRUCTIONS

Section 1 - Applicant. Complete entire section, and attest to citizenship/residency. Provide original documents supporting residency status.

Sections 2 and 3 - City Employee/Representative. Complete Section 2 by examining evidence of identity and completing documentation. Verify residency following the guidelines set out below. City employee/representative must sign and date the certification. Applicants must present original documents.

A. Section 1, Box 1. If **Box 1 of Section 1 is checked** declaring that the individual is a citizen or national of the United States, the City employee/representative may request verification of the declaration by requiring presentation of documentation that is considered appropriate, including a United States passport, resident alien card, alien registration card, social security card, or other documentation.

applicant is not qualified for Federal housing assistance.

D. Verification: When the required documentation is presented pursuant to paragraph B above, the City employee/representative will utilize the alien admission number to verify with the INS the individual's immigration status through an automated or other system.

B. Section 1, Box 2. If **Box 2 of Section 1 is checked** declaring that the individual is not a citizen or national of the United States and the declarant is younger than 62 years of age, the declaration will be verified by the Immigration and Naturalization Service (INS). The declarant must present alien registration documentation or other proof of immigration registration from the INS that contains the individual's alien admission number or alien file number (or numbers if the individual has more than one number), or such other documents as the City employee/representative determines constitutes reasonable evidence indicating a satisfactory immigration status.

E. Delay: If applicant has completed the declaration, but is unable to present the required document(s) under section B above, or if the applicant's documentation cannot be verified by the INS, the applicant will be allowed 30 days to submit the applicable evidence indicating a satisfactory immigration status of to appeal to the INS the verification determination of the INS. An application for assistance may not be denied on the basis of immigration status until the expiration of that 30-day period.

C. Section 1, Box 3. If **Box 3 of Section 1 is checked** declaring that the individual is a nonresident or undocumented alien, the

In the event an appeal is made to the INS with respect to the verification determination of the INS, the City employee/representative will transmit to the INS photostatic or other similar copies of such documents or additional information for official verification. Pending such verification or appeal, the City

employee/representative may not deny the application for assistance on the basis of immigration status of applicant.

F. Denial: If the City employee/representative determines, after complying with the requirements of paragraphs D and E above, that the individual is not in a satisfactory immigration status, the City employee/representative will:

- 1) Deny the application of that individual for financial assistance or terminate the

eligibility of that individual for financial assistance, as applicable;

- 2) Provide that the individual may request a fair hearing during the 30-day period beginning upon receipt of the under subparagraph (3) below; and
- 3) Provide to the individual written notice of the determination under this paragraph, the right to a fair hearing process, and the time limitation for requesting a hearing.