



Division of Tenant Resources

HEAD OF HOUSEHOLD NAME	SOCIAL SECURITY NUMBER (last 4 digits)
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FORM 2. REQUEST TO ADD A HOUSEHOLD MEMBER

Complete this form to declare any additions to your household by birth, adoption, marriage, or domestic partnership or if you would like to request that any other individuals be added to your household. All proposed additions to household age 18 and over will be screened for criminal background and sex offender registration. TO BE COMPLETED AND SIGNED BY THE HEAD OF HOUSEHOLD AND PROPOSED MEMBER	Have you completed this form?	
	Yes <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

- Required for all proposed household members **18 years of age and older**:
- A photo ID, Social Security card, birth certificate, and proof of most recent address.
- A signed "Authorization for the Release of Information" (Form 1).
- Documentation of any income received by the proposed household member required for all proposed household members **under 18 years of age**.
- Custody documents or a letter from a social service provider stating the child permanently resides with the head of household.
- A copy of Social Security card and birth certificate.
- Proof of child support payments (if the new household member receives child support).

_____ LAST NAME	_____ FIRST NAME	_____ RELATIONSHIP TO HEAD OF HOUSEHOLD	_____ SOCIAL SECURITY NUMBER
____/____/____ BIRTH DATE	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Are you disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed Yes No. If "Yes", please complete "Verification of Wages" (Form 4). All earned and unearned income must be documented. Please see "What is Income?" section.			
Declaration of Citizenship Status <input type="checkbox"/> Citizen Non-citizen with Eligible Immigration Status Non-citizen who chooses not to declare Eligible Immigration Status			
If your status is "Citizen" you must provide documentation if "Non-citizen with Eligible Immigration Status," you must include one of the following documents: 1) Alien Registration Card (Form I-551), 2) Arrival Departure Record (I-94), 3) Temporary Resident Card (I-688), or Employment Authorization Card (I-688B). If "non-citizen who chooses not to declare" household subsidy will be based on the number of eligible citizens and legal residents in the household.			

I certify that the above information is accurate and understand that providing false statements to a government agency is punishable under federal law and may result in loss of subsidy.

_____ SIGNATURE OF PROPOSED HOUSEHOLD MEMBER OR GUARDIAN (IF UNDER 18)	_____ DATE
_____ SIGNATURE OF HEAD OF HOUSEHOLD	_____ DATE