

# **SOUTH SHORE COMMUNITY ACTION COUNCIL, INC.**

## **LIHEAP**

### **APPLICANT IDENTIFICATION & ADDRESS VERIFICATION CHECKLIST**

Checklist must be completed and attached to each client's file upon application or emergency delivery request.

#### **PLEASE ATTACH COPIES OF DOCUMENTATION.**

##### **DOCUMENTS THAT ESTABLISH IDENTITY**

- ☐ Employee Identification Card
- ☐ U. S. Military Card
- ☐ Student Identification card
- ☐ Valid Driver's License or State I.D. card
- ☐ MBTA Card/Transportation Access Pass with picture
- ☐ Current USCIS Employment Authorization Card

##### **DOCUMENTS THAT ESTABLISH ADDRESS**

- ☐ Current Lease
- ☐ Current gas, telephone, electric or cable bill with service address
- ☐ Most recent Federal Income Tax Form
- ☐ Rental Information Form with Landlord's signature
- ☐ Driver's license, if it matches the address on the application.
- ☐ Fixed income documentation with current address

##### **DOCUMENTS THAT ESTABLISH CITIZENSHIP**

- ☐ Birth Certificate
- ☐ Certificate of U.S. Citizenship
- ☐ Certificate of Naturalization
- ☐ Current Foreign Passport with attached Employment Authorization
- ☐ Permanent Resident Card (Green Card)
- ☐ Copy of Social Security Cards
- ☐ Valid U.S. Passport

**APPLICATION#** \_\_\_\_\_

**I have reviewed and attached the above documents and verify that the applicant's identity and address are true and correct.**

\_\_\_\_\_  
**SIGNATURE (CERTIFIER)**

\_\_\_\_\_  
**DATE**