

INSERT ORGANIZATION LOGO
HERE

VERIFICATION TOOL

Client ID _____

- Verification is required for the primary client; verification may be required for other household members as well.
- Standard verification requirements include client ID and proof of residence. Additional verification may be required by the organization and as needed to advocate for resources.
- The documents in each section are typical ways to verify information. All listed documents in each section are not necessary.

Verification Codes

1 – Copy on file

2 – Viewed document, no copy on file

3 – Notarized reference or statement

VERIFICATION CODE	CLIENT IDENTIFICATION	DCMgr INITIALS
	Valid driver's license	
	U.S. Passport	
	Other travel documents (ex: foreign passport, refugee travel documents, U.S. re-entry permit, etc.)	
	Certificate of naturalization	
	Alien registration card, a.k.a. "green card" (ex: immigrant visa, permanent visa, permanent resident card, form I-551)	
	Tribal ID	
	U.S. Military ID (ex: military photo retiree card, Veteran Affairs universal access photo ID)	
	State public assistance card with photo	
VERIFICATION CODE	PRIMARY RESIDENCE	DCMgr INITIALS
	Mortgage Statement	
	Deed	
	Property Tax Statement or bill	
	Lease or rental agreement	
	Utility bill	
	Notarized statement from landlord	
	Public records	
VERIFICATION CODE	CURRENT TEMPORARY RESIDENCE	DCMgr INITIALS
	Lease or rental agreement	
	Notarized statement	
	Utility bill	
	Temporary Rental Assistance (FEMA)	
	Temporary Housing Assistance (FEMA)	
	Insurance Additional Living Expenses statement	

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	Other	
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VERIFICATION CODE	HOUSEHOLD INCOME	DCMgr INITIALS
	Client failed SBA income test	
	Approved SBA application	
	Employee pay stubs	
	Tax returns	
	Bank statements (all accounts)	
	Letter from employer	
	Profit and Loss statements (self-employed)	
	Social Security Benefits statement	
	Court ordered agreement	
	Unemployment or workman's compensation verification	
VERIFICATION CODE	RECOVERY RESOURCES	DCMgr INITIALS
	FEMA	
	SBA	
	Insurance - Homeowners	
	Insurance - Contents	
	Insurance (specify)	

NOTES