

REQUIRED DOCUMENTS FOR CHANGE IN HOUSEHOLD COMPOSITION

Adding a household member

What to Send to PAPMC	Acceptable Documents	Document/s that must be completed by Head of Household and/or new member
<ul style="list-style-type: none"> • Birth certificates/proof of age/proof of birth for all additions • Photo ID (if additional member is 18 years of age or older) • Documentation of a valid SSN for all additions • Proof of income for new household members • If the household member being added is an eligible non-citizen: Permanent Resident Card or other verification of eligible status • Verification of custody, adoption, marriage, or other reason for addition 	<ul style="list-style-type: none"> • Examples include birth certificate, passport, driver’s license, and Social Security letter. • Clear, valid non-expired government-issued photo ID on file for every adult household member addition • An original Social Security card issued by the Social Security Administration, SS benefit letter, welfare agency documents, military papers, unemployment insurance documents • Eligible non-citizen: Permanent Resident Card, passport or other document with visa or otherwise verifying eligible status • Court awarded custody documentation, adoption documentation, certificate of marriage 	<ul style="list-style-type: none"> • Notate added Household member on the <i>Renewal Application</i> • Declaration of Citizenship form (all additions) • PAPMC Authorization for the Release of Information (18 years of age or older) • HUD 9886 Authorization for the Release of Information (18 years of age or older)

Removing a household member

What to Send to PAPMC	Acceptable Documents	Document that must be completed by Head of Household
<ul style="list-style-type: none"> • Proof that household member has vacated the unit 	<ul style="list-style-type: none"> • Driver’s License with the new address • Lease or utility bill with the new address • Death Certificate • Letter from a government agency attesting to the new address • Notarized statement attesting to the new address 	<ul style="list-style-type: none"> • Notate the removed Household member on the <i>Renewal Application</i>