

Appendix 3: Acceptable Forms of Verification

Factor to be Verified	ACCEPTABLE SOURCES				Verification Tips	
	Third Party ^a		*Provided by Applicant ^c	*Provided by Applicant		
	Written ^b	Oral ^e				
<ul style="list-style-type: none"> Immigration Status. <p><i>(See Chapter 3, Paragraph 3-12)*</i></p>	<ul style="list-style-type: none"> Verification of eligible immigration status must be received from DHS through the DHS SAVE system or through secondary verification using DHS Form G-845. 		<ul style="list-style-type: none"> None. 	<ul style="list-style-type: none"> Applicant/resident must provide appropriate immigration documents to initiate verification. 	<ul style="list-style-type: none"> Noncitizens must sign declaration certifying the following: Eligible immigration status; or Decision not to claim eligible status. 	<ul style="list-style-type: none"> Owners must require noncitizens requesting assistance to provide verification of eligible immigration status.
<ul style="list-style-type: none"> Immigration Status (SSN) Individuals who do not contend eligible immigration status under the Section 221(d)(3) BMIR, Section 202 PAC, Section 202 PRAC, Section 811 PRAC programs <p><i>(See Chapter 3, Paragraph 3-9.A)*</i></p>				<ul style="list-style-type: none"> Self-certification that they do not contend eligible immigration status.* 	<ul style="list-style-type: none"> *This verification is for exemption of the requirement to disclose and provide verification of a SSN when an individual does not contend eligible immigration status only for the programs listed in the Factor to be Verified column.* 	

^a**NOTE:** Request for verification from "a third party source" must be accompanied by a Consent to Release form HUD-9887-A.*
^b**NOTE:** If the original document is witnessed but is a document that should not be copied, the owner should record the type of document, any control or serial numbers, and the issuer. The owner should also initial and date this notation in the file.
^c**NOTE:** For all oral verification, file documentation must include facts, time and date of contact, and name and title of the third party.
^d**NOTE:** For use of EIV Income Reports as third party verification of employment and income a current Consent for Release form HUD-9887 must be on file.*
^e**NOTE:** See examples and requirements found in Paragraph 5-13.B.1
 HUD Occupancy Handbook
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