



Adding a Child to Your Household

Property Management Department

You must report the change in your household within 10 working days of the birth, adoption, or court awarded custody of a child.

Step 1. Tell us who you are:

Your Name: _____

Your Social Security Number: _____

Your Phone Number: _____

Step 2. Tell us about the child:

Name of Child: _____ Date of birth: _____

Sex: Male Female

Race: White Black American Indian/Alaska Native Native Hawaiian/Pacific Islander Asian

Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino

Is this child disabled? Yes No

Relation to Head of Household: _____

Do you have full custody or shared custody? Is this a Foster child? Yes No

Step 3. Complete the Citizenship Declaration

Step 4. Attach Documentation

Are you attaching a copy of the birth certificate or hospital birth record? Yes No

If no, we will not be able to process your interim request.

Are you attaching a copy of the social security card for the child? Yes No

If no, you will be required to provide this later.

We may also need documentation of an adoption, custody, or Foster Care.

Step 5. Certification

I do hereby swear and attest that all of the information on this form about me and my family is true and correct.

Signature of Head of Household

Date