



525 SOUTH LAWRENCE STREET
 MONTGOMERY, ALABAMA 36104-4611
 PHONE: (334)-206-7200 – FAX: (334)-206-7222 – WEBSITE: M H A T O D A Y . O R G

DECLARATION OF UNITED STATES CITIZENSHIP

I hereby declare, under penalty of perjury, that I am a citizen of the United States of America.

Head of Household	
Print Name	Signature/Date
Spouse	
Print Name	Signature/Date
Household Member #1	
Print Name	Signature/Date
Household Member #2	
Print Name	Signature/Date
Household Member #3	
Print Name	Signature/Date
Household Member #4	
Print Name	Signature/Date
Household Member #5	
Print Name	Signature/Date

 Witness: Signature/Date

Note: For each adult, the form must be signed by the adult. For each child, the form must be signed by an adult member of the family residing in the assisted dwelling unit who is responsible for the child.

Original: applicant/tenant file



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DECLARATION OF ELIGIBLE IMMIGRATION STATUS
(For non-citizens who are 62 years of age or older as of June 19, 1995.)

I hereby declare, under penalty of perjury, that I am a non-citizen who has been granted eligible immigration status in the United States.

Head of House	
Print Name	Signature/Date
Spouse	
Print Name	Signature/Date

Witness: Signature/Date

This document will be filed in the head-of-household's file folder and serve as evidence of eligible immigration status in the United States.

Verification: The non-citizen making this declaration must document and provide proof of age. Proof of age may be provided by presenting a valid drivers license or other legal document that was issued by a United States Federal Agency.

Note:
This form only applies to a person who was a participant in the Public Housing or Section 8 Program as of June 19, 1995. It does not apply to current or future applicants.

Original: applicant/tenant file

Copy: applicant/tenant



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**DECLARATION OF ELIGIBLE IMMIGRATION STATUS AND VERIFIED
 (through the INS automated system.)**

I hereby declare, under penalty of perjury, that I am a non-citizen declaring eligible immigration status. I also authorize housing authority personnel to verify this eligibility with the U. S. Immigration and Naturalization Service (INS) Systematic Alien Verification for Entitlement (SAVE) system or INS SAVE .

Head of House	
Print Name	Signature/Date
Spouse	
Print Name	Signature/Date
Household Member #1	
Print Name	Signature/Date
Household Member #2	
Print Name	Signature/Date
Household Member #3	
Print Name	Signature/Date
Household Member #4	
Print Name	Signature/Date

 Witness: Signature/Date

Note: For each adult, the form must be signed by the adult. For each child, the form must be signed by an adult member of the family residing in the assisted dwelling unit who is responsible for the child.



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VERIFICATION CONSENT FORM

I consent to allow the Montgomery Housing Authority (HA) to request and to obtain information from the Immigration and Naturalization Service (INS) for the purpose of verifying my eligibility and level of benefits under HUD’s assisted housing programs. I understand that the HA cannot use it to delay, deny or terminate housing assistance because of the immigration status of a family member, except as provided in HUD regulations. In addition, I understand I must be given an opportunity to contest the determination with the INS or the HA, or both.

The consent form expires 15 months after signed.

	A-	
Head of Household Signature	Alien Number	Date
	A-	
Spouse Signature	Alien Number	Date
	A-	
Household Member Signature	Alien Number	Date
	A-	
Household Member Signature	Alien Number	Date
	A-	
Household Member Signature	Alien Number	Date
	A-	
Household Member Signature	Alien Number	Date
	A-	
Household Member Signature	Alien Number	Date

Note:

For each adult, the form must be signed by the adult. For each child, the form must be signed by an adult member of the family residing in the assisted dwelling unit who is responsible for the child.

Who Must Sign: In order to be eligible to receive housing assistance, each noncitizen adult or child applying for, or currently receiving, housing assistance must be lawfully within the U.S. Please read the Verification Consent Form carefully and sign and return to the Housing Authority’s Admissions Office. Please feel free to consult an immigration lawyer or other immigration expert



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of your choosing.

Privacy Act Statement: The information on this form is being collected by the Montgomery Housing Authority (HA) to determine the applicant's or tenant's eligibility for housing assistance. The HA may release this information, without responsibility for the further use or transmission of the evidence by the entity receiving it to: (1) the Department of Housing and Urban Development (HUD), as required by HUD; and (2) to the Immigration and Naturalization Service (INS) for purposes of verification of the immigration status of each individual and not for any other purpose.

Penalties for Misusing the Consent:

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected on the consent form is restricted to the purposes cited on the form. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

U. S. Citizenship verification and appeal procedures:

The housing authority (HA) must follow the verification procedures (to be provided by HUD) and verify the person or persons declaration of U. S. citizenship through the INS SAVE system.

Once the verification is completed and verification from the INS SAVE system confirms the declaration of U. S. Citizenship and the applicant(s) meets all other conditions for occupancy, as outlined in the Admissions and Continued Occupancy Policy (ACOP), Section VIII Admission Eligibility Criteria, or the Section 8 Administrative Plan, Section VIII Section 8 Eligibility Criteria (as appropriate), the application will be processed for assistance.

If the INS SAVE system does not confirm U. S. citizenship, the HA must request that a manual search be conducted of INS records. The HA must request the secondary verification (manual search) by INS within ten calendar days of receipt of the initial failed verification. INS will issue a decision within 30 days of its receipt of the request for a secondary verification. If the secondary verification fails to confirm eligible immigration status, the HA shall notify the family of the right of appeal to INS. If INS is unable to issue a decision within 30 days, the INS will inform the family and the HA of the reasons for the delay. When the HA receives a copy of the INS decision (and the decision does not confirm the declaration of U. S. citizenship), the HA will notify the family of its right to request an informal hearing. The informal hearing will be conducted in accordance with the HA's ACOP, Section XII Grounds for Denial and Opportunity for Hearing or the Section 8 Administrative Plan, Section XII Applicant Denied Assistance and Provided Opportunity for Informal Review (as appropriate).



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Assistance to an applicant may not be delayed, denied, or terminated, if:

1. The primary and secondary verification of any immigration documents that were timely submitted has not been completed;
2. The family member of whom required evidence has not been submitted has moved;
3. The family member who is determined not to be in an eligible immigration status following INS verification has moved;
4. The INS appeals process has not been concluded;
5. For a tenant, the HA hearing process has not been concluded;
6. Assistance is prorated;
7. Assistance for a mixed family is continued.

Assistance to an applicant shall be denied, and a tenant's assistance shall be terminated, upon the occurrence of any of the following:

1. Evidence of citizenship (i.e., the declaration) is not timely submitted;
2. Evidence of citizenship and eligible immigration status is timely submitted but INS primary and secondary verification does not verify eligible immigration status;
3. The family does not pursue INS appeal or HA informal hearing rights;
4. INS appeal and informal hearing rights are pursued, but the final appeal or hearing decisions are decided against the family member.

Notice must be given to the family and shall advise:

1. That financial assistance or housing will be denied or terminated, and provide a brief explanation of the reasons;
2. That they may be eligible for proration of assistance;
3. In the case of a tenant, the criteria and procedures for obtaining relief for mixed families and other families; and,
4. Any future appeal rights have been exercised.



Access the Alien Status Verification Index (ASVI)

PRIMARY VERIFICATION:

1. Dial 1-800-365-7620
2. Enter Access code followed by the pound# , HIAL049), which is dialed as follows:
*42 *43 *21 *53 049#
3. Please enter the Alien Number:
If the Alien # has 7 no.'s enter two zero's before the Alien No.
If the Alien # has 8 no.'s enter one zero before the Alien No.
If the Alien # has 9 no.'s enter the no. without adding zero's
Never enter the "A"
Examples: A1234567 Enter: 001234567
 A12345678 Enter: 012345678
 A123456789 Enter: 123456789
4. Enter Month of Birth: Example - January = 01
5. Enter Year of Birth: Example - 1950 = 50

If the ASVI system confirms eligibility status, the system provides the following:

Alien Registration Number
Verification Number
Last Name
First Name

Note: the Last and First Name are spelled not Pronounced

Press 1 to repeat this information
Press 2 to for another query
Press 3 to End this call

If the Alien Number cannot be verified the system provides the following:

Alien Registration Number
Verification Number
INSTITUTE SECONDARY VERIFICATION

Press 1 to repeat this information
Press 2 for another query
Press 3 to End this call

SECONDARY VERIFICATION:

Housing Authority staff must complete Form G-845S (Appendix E of HUD H/B 7465.7)

Mail the form to:

INS File Control Office
Attention: Immigration Status Verifier
77 Forsyth Street, S.W.
Atlanta, GA 30303

Telephone No.: (404) 331-3251

Facsimile: (404) 331-7931

For system problems call Customer Assistance: 1-800-467-0375

REQUIRED DOCUMENTATION



For Non-citizens the following documents must be provided for evidence of Citizenship or Eligible Immigration Status:

I. Signed declaration of eligible immigration status;

II. One of the following Original Documents of Eligible Immigration Status:

- A. Form I-151, Alien Registration Receipt Card (issued to lawful permanent residents prior to 1979)
Note: The Form I-151 will not be valid after March 20, 1996. Note: INS Form I-151, issued prior to 1979 must be replaced with the current card, Form I-551 (Reference PIH Notice 96-13).
- B. Form I-551, Alien Registration Receipt Card (for permanent resident aliens)
- C. Form I-94, Arrival-Departure Record, with one of the following annotations:
 - 1. Admitted as Refugee Pursuant to Section 207;
 - 2. Section 208 or Asylum;
 - 3. Section 243(h) or Deportation stayed by Attorney General; or
 - 4. Paroled Pursuant to Section 212(d)(5) of the INA
- D. If the Form I-94, Arrival-Departure Record is not annotated, then it must be accompanied by one of the following documents:
 - 1. A final court decision granting asylum (but only if no appeal is taken)
 - 2. A letter from INS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from an INS district director granting asylum (if application filed before October 1, 1990);
 - 3. A court decision granting withholding of deportation; or
 - 4. A letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990).
- E. Form I-688, Temporary Resident Card, which must be annotated, Section 245A or Section 210;
- F. Form I-688B, Employment Authorization Card, which must be annotated, Provision of Law 274a.12(11) or Provision of Law 274a.12.
- G. A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified; or

Note:

Other Acceptable Evidence by INS. If the INS determines that other documents constitute acceptable evidence of eligible immigration status. When and if this occurs, there will be announced by notice in the FEDERAL REGISTER.

III. Verification Consent Form

Note:

Mixed Family: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. A mixed family that was in occupancy on or prior to June 19, 1995, may be eligible for continued assistance if they met all of the requirements outlined in Paragraph 10-4, 10-5 and Chapter 11 of HUD H/B 7465.7.