

## E Address Verification

**REVISION 48**  
(01/01/20 - 12/31/20)

Verify the participant's residential address when a new application is received to establish residency. When a change of address is reported on a renewal application or change report, see [Change of Address – Open Cases](#).

Verification sources must be current and contain the name and address of any of the case participants.

Do not request verification of the actual residential address of an [Address Confidentiality Program](#) (ACP) participant.

When a participant is considered homeless, document the [case file\(g\)](#) with a description of where the applicant is residing.

NOTE When the participant is temporarily residing out of state, see [TEOA Overview](#).

Use any of the following verification sources:

- City directory
- [Collateral contact](#)
- Church records
- Current driver's license
- Department of Motor Vehicles documents
- Lease agreement
- Ownership of property documentation
- Phone directory
- Rent or mortgage receipt
- School records
- Signed statement from a nonrelative
- Statement from a nonrelative employer
- Statement from a nonrelative landlord
- Tax office records
- Utility bill

- Utility company records
- Verification of Living Arrangement/Residential Address (FAA-0065A) form

ARCHIVED (Valid until 04/24/23)