Zanesville Metropolitan Housing Authority

**HOUSING CHOICE VOUCHER PROGRAM (Section 8)**

407 Pershing Road, Zanesville, Ohio 43701 ● Phone: (740) 454∙6866 ● Fax: (740) 454∙8567

**ADD PERSON(S) DIRECTIONS**

If you are planning to add a member to the household, please follow the instructions below. **In all cases, with the exception of the addition of a newborn, you must have approval from the HCVP (Section 8) office before a person can move in.**

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|  **IF Adding a newborn child?** Please provide the following documentation:* Completed “Update Form”
* Copy of Birth Certificate or one of the following;
* Medical Card (must contain child’s name and birth date)
* Hospital Birth Record (must contain physician’s signature
* Copy of Social Security Card
* “Declaration of US Citizenship” form completed and signed by all adults in the household (available online or at the HCVP/Section 8 office).

 **All other additions will require the following documentation**:* Complete the “ADD A PERSON PACKET” (available at the HCVP/Section 8 office), an “Update Form,” all current income and asset verifications and the following;
	+ - Written permission from the Landlord to add person(s).
		- Copy of Birth certificate(s) or one of the following;
* Medical Card (must contain child’s name and birth date)
* Hospital Birth Record (must contain physician’s signature
* Valid Driver’s License or State ID
	+ - Copy of Social Security Card(s)
		- If adding a child (other than a newborn): “proof of custody” documents
		- The person(s) being added and all other household members must provide income and asset verification.

 **PLEASE NOTE: The Housing Authority will only issue a larger Voucher if the** **change is due to birth, adoption, marriage, or court-awarded custody.** |