

IDENTIFICATION

If you have any form of identification, you will be asked to upload it to the application. LVIM accepts the following as identification:

- Driver's License
- State ID
- Passport – foreign or domestic
- ID card issued by foreign consulate

PROOF OF POLK COUNTY ADDRESS

Clients must submit two proofs of Polk County residency. However, one proof may be a current Florida Driver's License or Florida state ID reflecting the correct and current Polk County address. Please note that ALL documents MUST be in the client's name and show the client's current Polk County address.

Clients must upload one of the following items:

1. Current **Florida Driver's License** or **State ID** with correct address
2. **Electric bill** in client's name
3. Current **Vehicle Registration** in client's name
4. Proof of ownership or purchase of **homestead property** in Polk County
5. **Rent receipt** for most recent week/month
6. **Lease agreement** showing current address and client's name
7. Recent **award letter** from **state** or **federal agency**
8. *If the client is a renter and does not have any of the above listed items, a **Rental Verification Form** may be submitted.
9. *If the client cannot provide any of these documents, a **Declaration of Domicile Form** must be completed and submitted.

For secondary documents, client may submit any document from the above list OR one of the following:

1. **Voter's Registration**
2. **Paystubs** with current address
3. Proof of children registered in **Polk County schools**
4. Verification from Polk County **probation** officer
5. Verification of **homeless status**
6. Letter from a **residential program** or institute (e.g. Talbot House, Lighthouse Ministries, Salvation Army, Gospel Village, etc.)

PROOF OF INCOME

Clients must provide income documentation for ALL income earners in the household. The following items are accepted as proof of income:

- Four most recent weeks of **paystubs**
- **Verification of Earnings Form** for those who are paid in cash (must be signed by employer)
- **Schedule SE**, if self-employed this document is required. If self-employed and business is new, must provide expense records (bank statements or profit & loss statements)
- **Social Security award letter** if applicable.
- **Unemployment award letter** if applicable.
- If there is no income, a **Certification of Zero Income** form must be completed and submitted. If spouse/partner is not working and is seeking to become an LVIM patient, they will need to complete this form.