

# SAMPLE

## Record of Visual Inspection of Documents

### APPLICANT/RESIDENT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Date Inspected \_\_\_\_\_

### INFORMATION VERIFIED

Document Reviewed \_\_\_\_\_

Date of Birth \_\_\_\_\_

Serial Number (if applicable) \_\_\_\_\_

Issuer \_\_\_\_\_

I certify that based on the documentation provided, the \_\_\_\_\_ has been verified and is correct as recorded.

\_\_\_\_\_  
Printed Name of Manager

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

Acceptable forms of verification as excerpted from the 4350.3 REV 1 Appendix 3 page 1. The following documents provided by the applicant are acceptable sources of documentation of **AGE**:

- |   |                            |
|---|----------------------------|
| Birth Certificates                      | Baptismal Certificates     |
| Military Discharge papers               | Valid passport             |
| Census document showing age             | Naturalization certificate |
| Social Security Admin benefits printout |                            |

*\* The Agency will accept a valid driver's license as proof of age.*

**Note: If the original document is witnessed but is a document that should not be copied, the owner should record the type of document, any control or serial numbers, and the issuer. The owner should also initial and date this notation in the file.**

#### PENALTIES FOR MISUSING THIS VERIFICATION

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government, HUD and any owner (or any employee of HUD 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 based on this verification form is restricted to the purposes cited above. 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 or the owner responsible for the unauthorized disclosure or improper use. Penalty Provisions for misusing the social security number are contained in the Social Security Act at \*\* 208 (a) (6), (7) and (8).\*\* Violation of these provisions are cited as violations of 42 U.S.C. Section \*\* 408 (a) (6), (7) and (8).\*\*

