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.**

|  |  |
| --- | --- |
|  |  |
| **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.** | |