

USING THE FILLABLE ADOBE VOUCHER APPLICATION

This document serves as a cheat sheet to assist you in completing the fillable PDF. It provides information on various features of the PDF along with tips and tricks.

PART

1

Core Application

All applicants complete Parts 1-8.

WHO IS APPLYING FOR A VOUCHER?

First, tell us about yourself. We'll refer to you as the applicant, also known as the head of household. The voucher will be in your name.

You may list a co-applicant too, also known as the co-head of household. They can be an adult who will live with you.

WRITE YOUR FULL LEGAL NAME.

Please write your name as it appears on your social security card, if you have one, or other legal documents, if you don't.

APPLICANT

Please print legibly or type. Asterisks (*) mark required responses. Provide all the contact information that you can.

Jane Smith

Full name*

955 L'Enfant Plaza SW

Home address

Not applicable

Unit

Washington

City

D.C.

State

20024

Zip

RACE AND ETHNICITY IS INFORMATIONAL

Mailing address

Same as above

Unit

City

State

Zip

Red outlined boxes are required

Check boxes are sufficient

Checking off a checkbox is enough; there is no need to refill information.

IT I had help completing this application, I have reviewed the information and have provided accurate information to the best of my knowledge.

No need for Adobe's digital signature

Anywhere a client's signature is needed, the client can type their name and it will appear in a different, cursive font.

APPLICANT

Jane Smith

Signature

Date - month/day/year



LOCAL HOUSING VOUCHER SUPPLEMENT

Follow the steps below to apply for a locally funded housing voucher in DC, also known as the Local Rent Supplement Program (LRSP).

STEP 1: COMPLETE AND SIGN EACH OF THESE FORMS.

Enclosed

CORE APPLICATION

Everyone applying for a housing voucher should fill out the [core application](#) with contact information, household members, income, and more as needed. The applicant must sign.

Page 2

PERMANENT HOUSING PROGRAM INFORMATION RELEASE

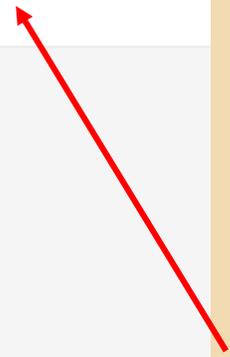
Review how the DC agencies offering locally funded vouchers will use and share data about you and other people listed on this application. All adult household members must sign.

Page 3

AUTHORIZATION FOR RELEASE OF INFORMATION / PRIVACY ACT NOTICE

Download the form before filling out the form

Then open this downloaded file in your chosen PDF reader (e.g. Adobe Acrobat Reader) Otherwise, you will not be able to use the fillable function of the form.



Change settings in Adobe if you are having trouble with links.

Go to:
"Edit" > "Preferences" > "Trust Manager," then set "Allow PDF files to access all web sites" under "Change Settings."

The image is a composite of three screenshots from Adobe Acrobat Pro, illustrating the steps to change internet access settings for PDF files. Red arrows indicate the flow from the menu to the preferences and then to the specific settings.

Adobe Acrobat Pro (64-bit) Menu: The 'Edit' menu is open, showing various options. The 'Preferences...' option at the bottom is highlighted with a red arrow.

Preferences Dialog Box: The 'Trust Manager' category is selected in the left-hand list. The 'Change Settings...' button under the 'Internet Access from PDF Files outside the web browser' section is highlighted with a red arrow.

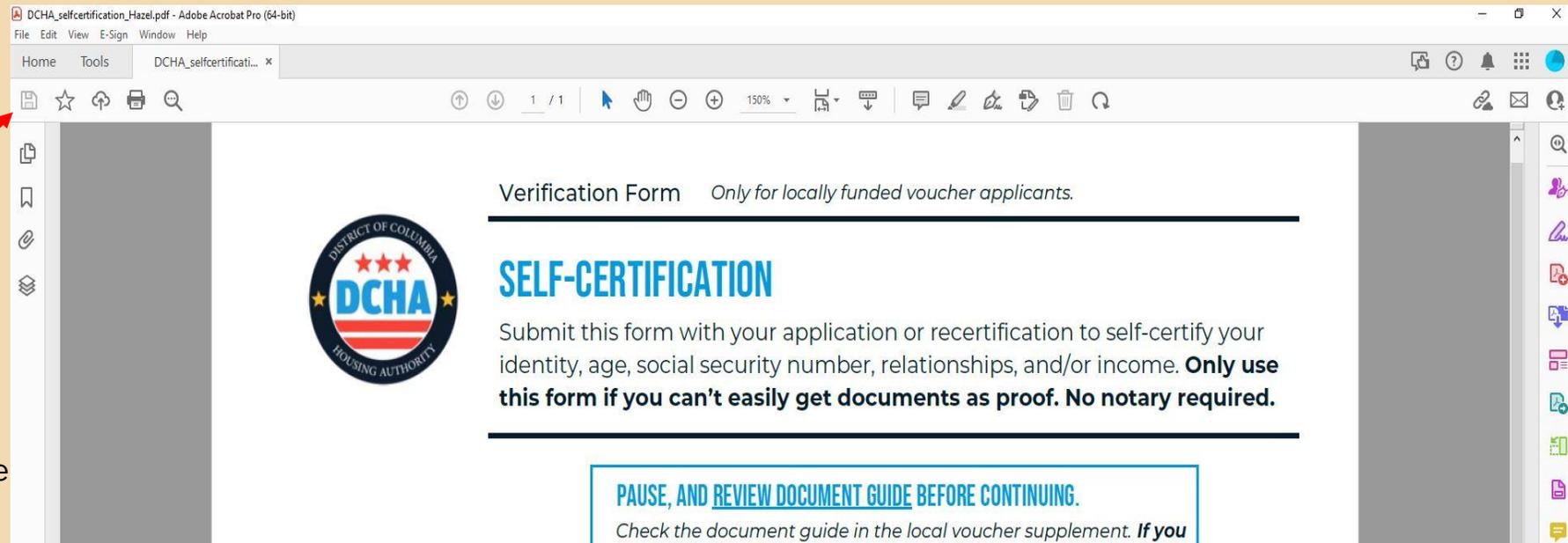
Manage Internet Access Dialog Box: The 'Allow PDF files to access all web sites' radio button is selected. Below it, a table lists web sites and their access levels:

Name	Access
office365.com	Always Allow
file://surveygizmolibrary.s3.amazonaws.com/libra...	Always Allow
file:///surveygizmolibrary.s3.amazonaws.com/li...	Always Allow
dchousing.org	Always Allow
consumerfinance.gov	Always Allow

The 'OK' button is highlighted with a red arrow at the bottom right of the dialog box.

MERGING THE FILLABLE ADOBE VOUCHER APPLICATION

This document serves as a guide to assist you in merging fillable PDF. It offers instructions on combining identical PDFs, such as merging two copies of the Permanent Housing Program Information Release and Self-Certifications form without overwriting information.

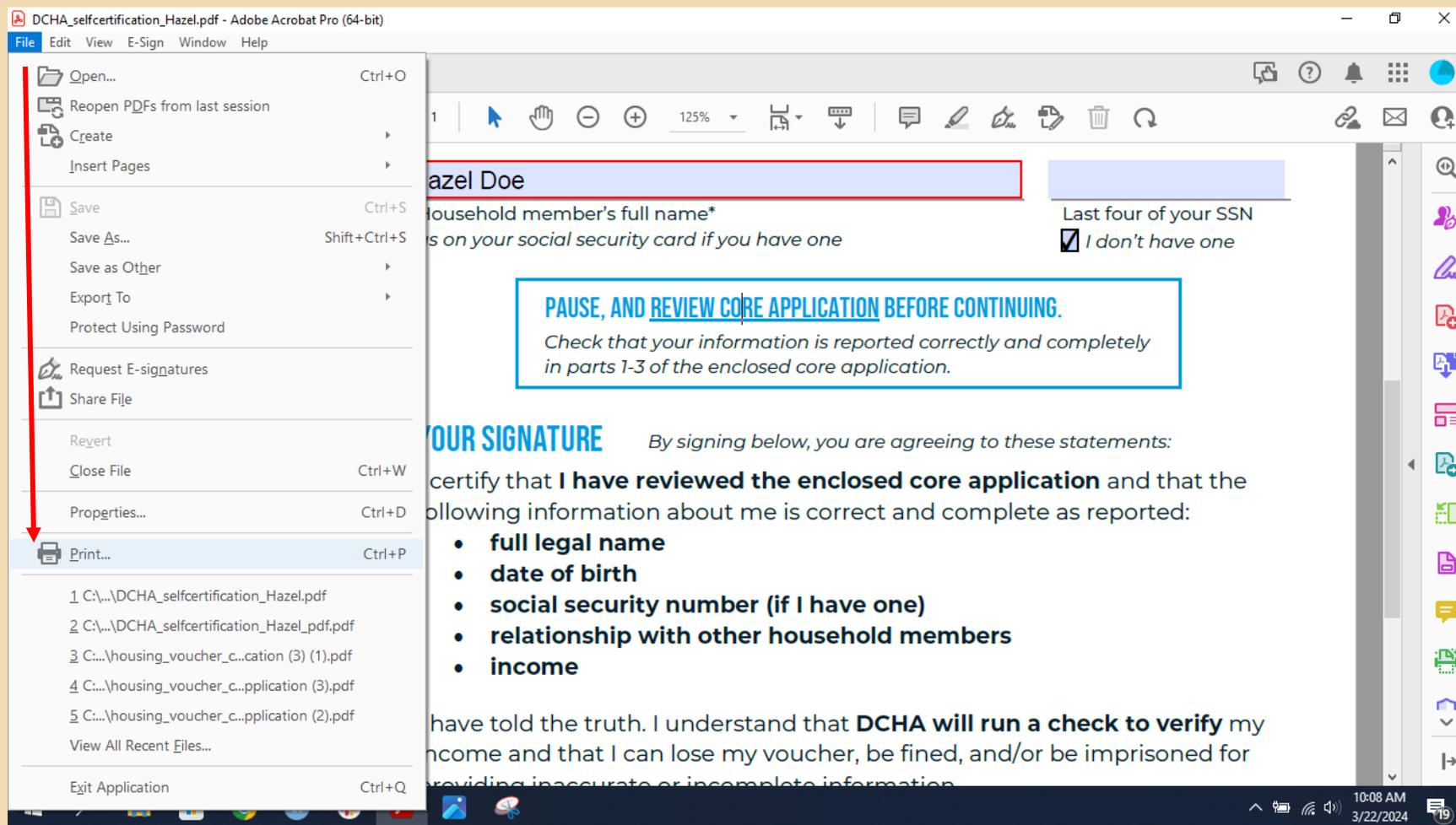


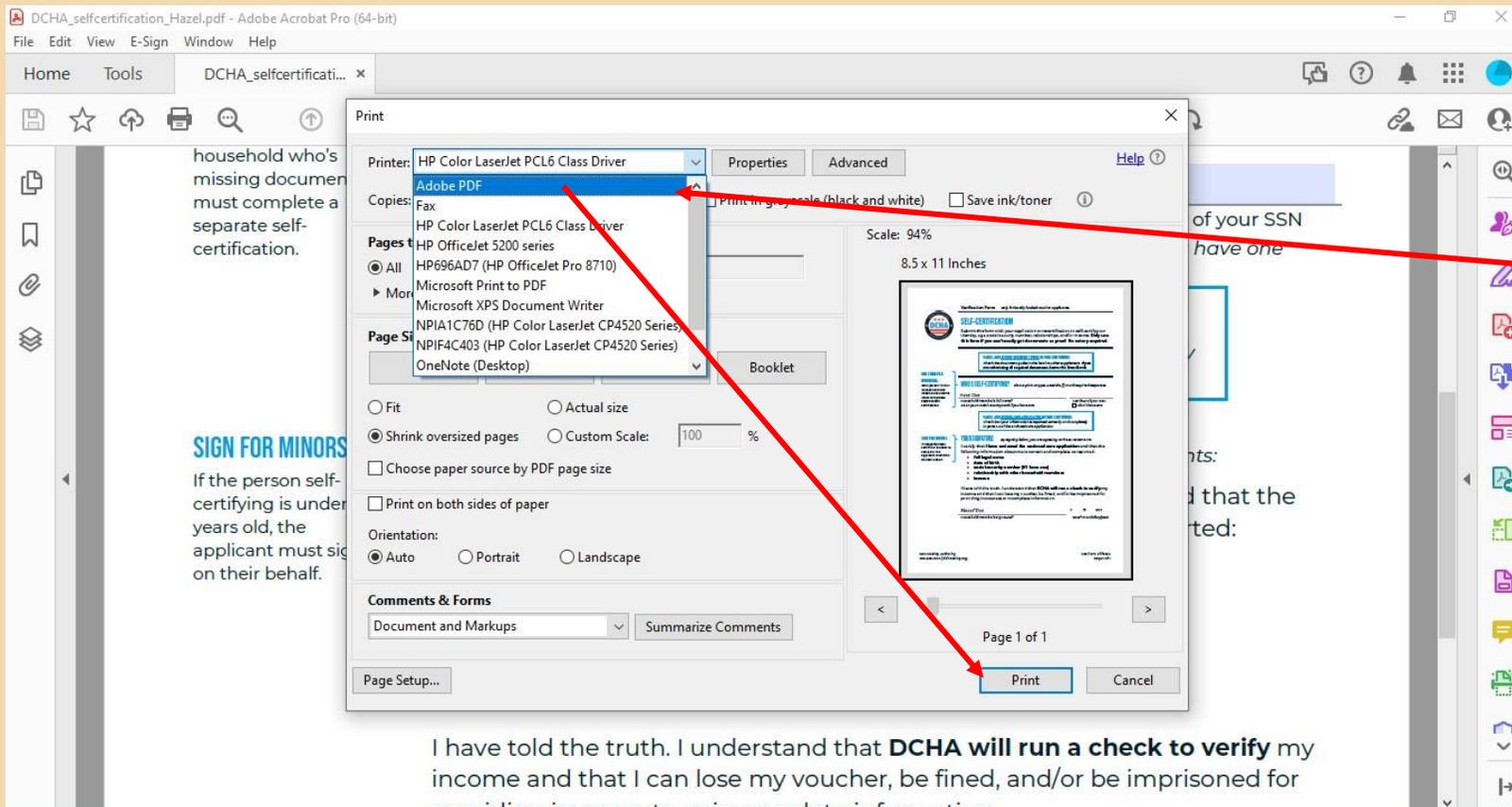
Begin by filling out the form and saving it

After completing the form, remember to save it.

Print saved file
into a PDF.

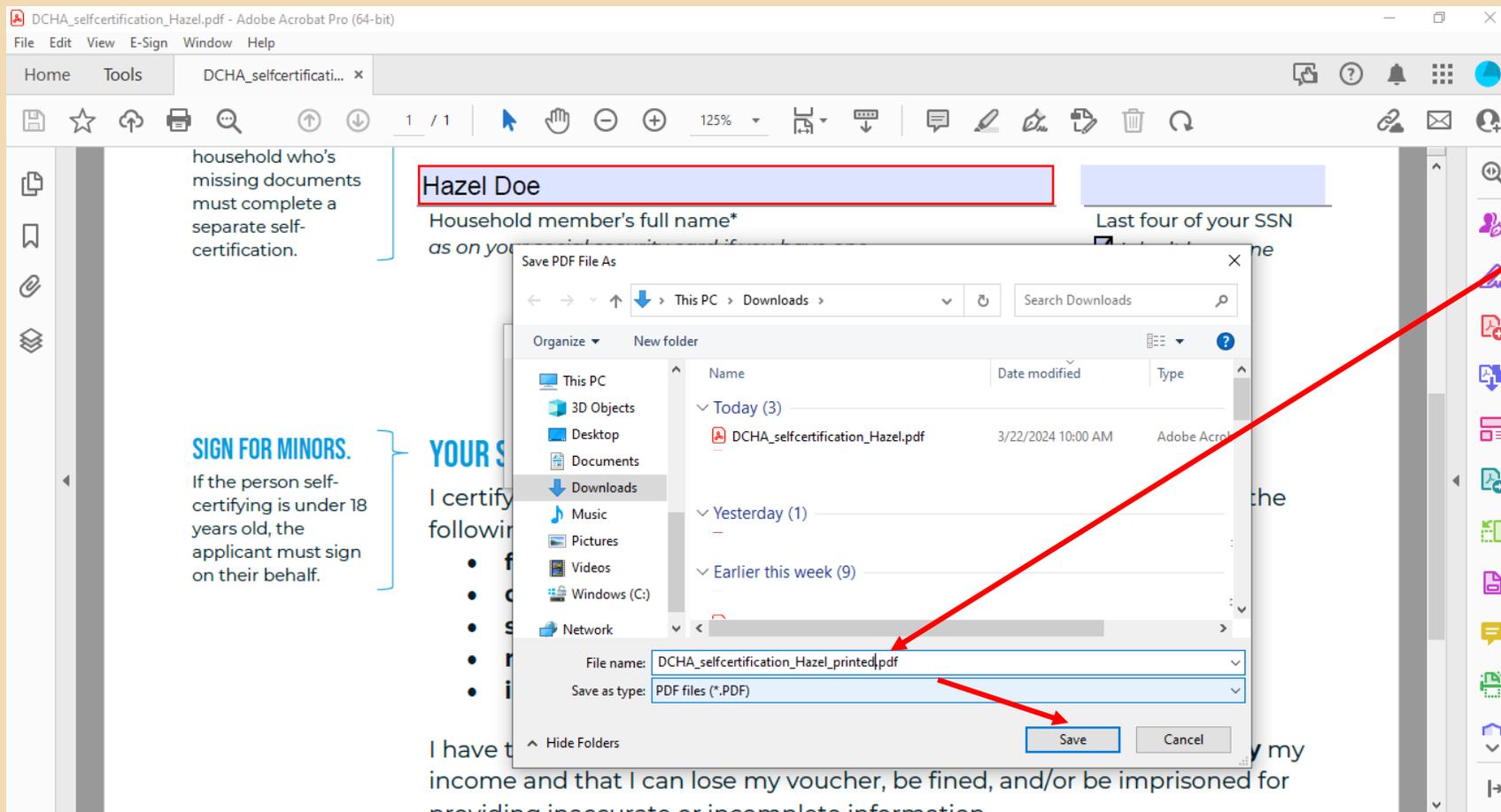
Go to: "File" > "Print"





Print the form into Adobe PDF

"Printer" > Select "Adobe PDF" > Click Print



Save
printed Adobe
PDF

Save the printed file with a new name. Once you save it will not allow you to edit the file again. **Only** print the file for information release and self-certification forms.

Fillable text boxes will disappear after you print the file. Then merge all the PDFs together. If you have multiple self-certifications, they won't overwrite each other.

Adobe Acrobat Pro (64-bit)

ficati... housing_voucher_c... DCHA_selfcertificati... x

1 / 1 125%

this form if you can't easily get documents as proof. No notary required.

PAUSE, AND REVIEW DOCUMENT GUIDE BEFORE CONTINUING.
Check the document guide in the local voucher supplement. **If you are submitting all required documents, leave this form blank.**

ONE FORM PER INDIVIDUAL.
Each person in your household who's missing documents must complete a separate self-certification.

WHO'S SELF-CERTIFYING? *Please print or type. Asterisks (*) mark required responses.*

Hazel Doe

Household member's full name*
as on your social security card if you have one

Last four of your SSN
 I don't have one

PAUSE, AND REVIEW CORE APPLICATION BEFORE CONTINUING.
Check that your information is reported correctly and completely in parts 1-3 of the enclosed core application.

SIGN FOR MINORS.
If the person self-certifying is under 18 years old, the applicant must sign on their behalf.

YOUR SIGNATURE *By signing below, you are agreeing to these statements:*

I certify that **I have reviewed the enclosed core application** and that the following information about me is correct and complete as reported:

- full legal name
- date of birth
- social security number (if I have one)
- relationship with other household members
- income

I have told the truth. I understand that **DCHA will run a check to verify** my income and that I can lose my voucher, be fined, and/or be imprisoned for providing inaccurate or incomplete information.