

Suggested Alternative Documents for Screening Immigrant Populations

Documents that may establish identity	Documents that may establish past rental history	Documents that may establish credit or ability to pay rent
<ul style="list-style-type: none"> • Certificate of Naturalization Form N-550 • Certificate of U.S. Citizenship Form N-560 • Consulate Card • Day Care or Nursery School Records • Draft Record • Driver’s License or ID Card • Employment Authorization Document (Work Permit) Form I-766 • Foreign Passport; with photograph • Hospital Records <i>If under 18 (and unable to present above documents)</i> • Military Card or Military Dependent Card • Native American Tribal Document • Permanent Resident Card (Green Card) Form I-551 • Refugee Travel Document Form I-571 • School ID Card; with photograph • School Records or Report Card • U.S. Coast Guard Merchant Mariners Document (MMD) Card • U.S. Passport • Voter’s Registration Card 	<ul style="list-style-type: none"> • Copy of Lease from Former Residence • Copy of letter/agreement for sub-leasing or renting a room. • Letter from Former Landlord; with phone number • Letter from Utility Company • Records from a School District 	<ul style="list-style-type: none"> • Affidavit of Support Form I-864 • Bank Records • Current Contracts for Major Purchases to Help Identify Credit • Current Pay Stubs • Housing Subsidy such as Housing Choice Voucher (tenant-based Section 8 voucher) • Income and expense ledger • Individual Taxpayer Identification Number (ITIN) • Letter from Employer • Paid off Installment Contracts • Paid Utility Bills • Social Security Card • Sponsorship Letters and Verification

Suggested Alternative Documents for Screening Immigrant Populations

Documents to Establish Identity (Definitions)

Certificate of Naturalization (Form N-550) is issued by the Department of Homeland Security's United States Citizenship and Immigration Services (USCIS) proving identity and citizenship; will contain a photograph, signature, place of residence, and country of former nationality. To apply, use application Form N-400.

Certificate of U.S. Citizenship: (Form N-560) is issued by the Department of Homeland Security's United States Citizenship and Immigration Services (USCIS) proving identity and citizenship; will contain a photograph, signature, place of residence, and country of birth. To apply, use application Form N-600.

Consular Card: identification document issued by the Mexican government to citizens abroad; the cards also certify Mexican citizenship, give his/her birthplace, and U.S. address; are valid for five years; issued by Mexican consulates.

Day Care or Nursery School Records: record generated for a child during a period of early childhood education which may sometimes be used to help establish identification; may be presented by those under the age of 18 who are unable to present other documents.

Draft Record: proves military involvement and helps to establish identity.

Driver's License or I.D. Card: identification documents issued by federal, state, or local agencies which contain a photograph, signature, date of birth, and address; driver's licenses issued by a Canadian government authority are also valid.

Employment Authorization Document know as an **EAD** (Form 1-766) An employment authorization document or EAD card, known popularly as a "**work permit**," is a document issued by the United States Citizenship and Immigration Services (USCIS) that provides temporary employment authorization to noncitizens in the United States. To apply use Form 1-765.

Foreign Passport: an official document issued by a government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries.

Hospital Records: medical record for patient generated during a period of hospitalization which may sometimes be used to establish identity; may be presented by those under the age of 18 who are unable to present other documents.

Military Card or Military Dependent Card: identification documents used to demonstrate eligibility to secure any benefit from the Department of Defense of the U.S.

Native American Tribal Document: NOT a Certificate of Indian Status; May vary in appearance; Must be from a tribe federally recognized by the Bureau of Indian Affairs; each of the 564 federally recognized tribes may issue its own unique tribal document based on private tribal information; The

Suggested Alternative Documents for Screening Immigrant Populations

Department of Homeland Security's United States Citizenship and Immigration Services does not have examples of these tribal documents nor can it provide guidelines on specific tribal documents.

Permanent Resident Card (Form I-551) commonly called a “**green card,**” is formerly called the Alien Registration Receipt. It signifies the cardholder is in the states legally and does not need signature to be valid. The former Immigration and Naturalization Service, now the Dept. Homeland Security, issued Form I-151 (Alien Registration Receipt Card), to aliens from July 1946 through late 1978. The form is no longer valid evidence for enumeration purposes. From 1992 through 1996, INS conducted a “Green Card Replacement” project to replace the I-151 cards in circulation. Some applicants (e.g., homebound elderly or nursing home residents) may have been unable to replace their old I-151 cards. Although the card is not a valid immigration document, the person may still retain lawful permanent resident status with DHS. See <https://secure.ssa.gov/apps10/poms.nsf/lnx/0110210805>

Refugee Travel Document (Form I-571) is issued for the purpose of travel...to a person who is in the United States as a refugee pursuant to section 207 of the Immigration and Nationality Act (Act), as an asylee pursuant to section 208 of the Act, or as a permanent resident who received such status as a direct result of refugee or asylee status. A lawfully obtained, currently valid Form I-571, shall be accepted in lieu of any travel document which otherwise would be required from such person under the Act. To apply use Form I-131.

School I.D. Card: document proving enrollment in a college or university; contains picture; valid form of identification if cardholder is currently enrolled in that school.

School Records or Report Card: record generated for a student during a period of education which may sometimes be used to help establish identification; may be presented by those under the age of 18 who are unable to present other documents.

U.S. Coast Guard Merchant Mariners Document (MMD) Card: a credential issued by the U.S. Coast Guard to provide evidence of a mariner's qualifications.

U.S. Passport: the official document issued by the United States government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries.

Voter's Registration Card: state issued documents providing name and current address.

Documents That May Establish Past Rental History

Records such as correspondence, leases and contracts from a School District, from a Utility Company, or a former Landlord can help establish past rental history. See the section on International Background checks.

Suggested Alternative Documents for Screening Immigrant Populations

Documents That May Establish Credit (and Definitions)

Affidavit of Support is required for most family-based immigrants and some employment-based immigrants to show they have adequate means of financial support and are not likely to rely on the U.S. government for financial support. An affidavit of support is a document an individual signs to accept financial responsibility for another person, usually a relative, who is coming to the United States (U.S.) to live permanently. The person who signs the affidavit of support becomes the sponsor of the relative (or other individual) coming to live in the U.S. The sponsor is usually the petitioner of an immigrant petition for a family member. An affidavit of support is legally enforceable; the sponsor's responsibility usually lasts until the family member or other individual either becomes a U.S. citizen or can be credited with 40 quarters of work (usually 10 years). The law concerning affidavits of support is found in Immigration and Nationality Act (INA) sections 212(a)(4) and 213A. The provisions are codified in Title 8 of the Code of Federal Regulations (CFR) at 8 CFR 213a. Income Requirements: You also must meet certain income requirements (whether you are a sponsor, a joint sponsor, or a substitute sponsor). You must show that your household income is equal to or higher than 125% of the U.S. poverty level for your household size. (Your household size includes you, your dependents, any relatives living with you, and the immigrants you are sponsoring.) See <https://www.uscis.gov/green-card/green-card-processes-and-procedures/affidavit-support> To apply use Form I-134 or for Affidavits under Section 213A use I-864

Bank Records: record generated for someone keeping a checking or saving accounts which show financial status, patterns, and habits

Current Contracts for Major Purchases to Help Identify Credit

Current Pay Stubs, Paid Utility Bills and Paid Off Installment Contracts

Housing Subsidy such as Housing Choice Voucher: known as a Section 8 voucher, is rental assistance from the U.S. Department of Housing and Urban Development. The Housing Choice Voucher Program provides "tenant-based" rental assistance, so a tenant can move from one unit of at least minimum housing quality to another. It also allows individuals to apply their monthly voucher towards the purchase of a home. Other subsidy programs such as HOME subsidies for the elderly and Shelter Care Plus Voucher for people with mental illnesses can also establish the ability to pay.

Individual Taxpayer Identification Number (ITIN): a U.S. tax processing number issued by the Internal Revenue Service (IRS)

Letter from Employer

Social Security Card: card issued to U.S. citizens, permanent residents, and temporary residents with a unique nine-digit identification number assigned by the Social Security Administration

Sponsorship Letters: certification of financial aid

Suggested Alternative Documents for Screening Immigrant Populations

Sponsorship Verification: certification of sponsorship from family member, employer, etc.; contract between the sponsor and the U.S. government; proof there is enough income and/or assets to maintain the intending immigrants and the remainder of the household at 125% of the Federal Poverty Guidelines

Additional Resources

Resources

- Fair Housing Center of Central Indiana's *Fair Housing Rights Based on National Origin, Immigration, and Refugee Status* Education Page:
 - <https://www.fhcci.org/programs/education/national-origin-immigration-refugee-status/>
- Consumer Financial Protection Bureau (CFPB)'s *Consumer Snapshot: Tenant Background Checks* report:
 - https://files.consumerfinance.gov/f/documents/cfpb_consumer-snapshot-tenant-background-check_2022-11.pdf
- Federal Trade Commission's *What Tenant Background Screening Companies Need to Know About the Fair Credit Reporting Act*:
 - <https://www.ftc.gov/business-guidance/resources/what-tenant-background-screening-companies-need-know-about-fair-credit-reporting-act>
- Department of Justice Housing and Civil Enforcement Cases:
 - <https://www.justice.gov/crt/housing-and-civil-enforcement-cases>

Please note that this document does not constitute legal advice; consult an attorney for legal advice.



If you feel you may have been a victim of housing discrimination under fair housing laws or want to learn more about your fair housing rights, please contact the Fair Housing Center of Central Indiana:

Call: 317-644-0673 | Email: info@fhcci.org | Visit: www.fhcci.org

A special thank you to the Miami Valley Fair Housing Center for allowing the Fair Housing Center of Central Indiana (FHCCI) to adapt this document and to translate into other languages. Visit www.mvfairhousing.com to learn more about their services.