

# Neighborhood Council Appointments: List Of Acceptable Forms of Documentation

Updated March 18, 2015

*This information is based upon the EmpowerLA Neighborhood Council Election "Acceptable Forms of Documentation (2014)" guide. The information contained herein is specific only to SVANC board seats for appointment.*

*\*Note: Candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. Contained in this document are just a sample of some (not all) of the acceptable forms of documentation that candidates may use to establish their stakeholder status.*

In general, stakeholders must show documentation that substantiates their claimed stakeholder status. The following items will constitute acceptable forms of documentation for establishing *stakeholder status*. *Different categories may require different forms of documentation.*

**PLEASE NOTE: DUE TO PRIVACY CONCERNS, WHEN SUBMITTING SENSITIVE DOCUMENTS SUCH AS A DRIVER'S LICENSE, STATE ISSUED ID, OR SOCIAL SECURITY CARD, THE ACTUAL UNIQUE IDENTIFYING NUMBER MAY BE REDACTED IN WHOLE OR IN PART.**

**Table of Contents**

Residential Stakeholder.....3  
Business/Commercial/Property Owner Stakeholder.....4  
At-Large Stakeholder.....5  
Community Interest Stakeholder.....6  
Senior Representative Stakeholder.....7  
Youth Representative Stakeholder.....8  
At-Large/Community Interest Sample Letter.....9

**RESIDENTIAL REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of residency to run for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council's boundaries. You will need to show one proof from List A, **or** two from List B. At least one document from List B must prove that you reside within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence.**

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

**List B**

- † Social Security Card
- † Residential lease or rental agreement\*
- † Los Angeles (L.A.) County property tax bill
- † Mortgage statement or rent receipt\*
- † Home owner's or renter's insurance documentation\*
- † Current utility bill\*
- † Home Owner's Association bill
- † Letter from landlord confirming renter/tenant status\*
- † Mail with your name and address\*
- † Letter from local Neighborhood Watch
- † Other similar documentation proving occupancy/tenancy\*

**BUSINESS/COMMERCIAL/PROPERTY OWNER REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of employment or ownership in a business or property within the Neighborhood Council's boundaries (if required to run for a business/ commercial/ property owner representative). You will need to show one proof from List A (for identification and age verification) **and** one from List B. At least one document from List B must prove that you work at or own a business, or own property, within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

**All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the business in question.**

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

**List B**

- † Business lease or rental agreement\*
- † Commercial mortgage statement or lease receipt\*
- † Current City of LA Business license\*
- † Los Angeles (LA) County property tax bill\*
- † Social Security Card
- † Work permit
- † Staff roster\*
- † Personal business card\*
- † Printed advertisement or webpage of business
- † Letter from employer on business letterhead verifying employment\*
- † California (CA) State Board of Equalization resale certificate\*
- † Pay check or stub\*
- † Letter/documentation from Business Improvement District (BID) or Chamber of Commerce\*
- † Billing statements from vendors\*
- † Current utility bill\*
- † Mail with your name and the name and address of the business
- † Los Angeles (L.A.) County property tax bill
- † Mortgage statement or rent receipt\*
- † Home owner's or renter's insurance documentation
- † Home owner's Association bill
- † Other similar documentation proving employment or business ownership\*

**AT-LARGE SEAT**

The following forms of documentation shall be accepted as proof of participation and/or membership (not employment) in a community based volunteer or service group. You will need to show one proof from List A (for identification and age verification) and one from List B. At least one document from List B must prove that you participate or work in a community based volunteer or service group that has a physical address within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the volunteer or service group.

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

**List B**

- † A letter on letterhead stating that you are an active participant\* (see sample letter on last page)
- † Personal business card, membership card or participation certificate\*
- † Receipt of membership dues\*
- † Staff roster\*
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a community based volunteer or service group with a physical address within the boundaries of the Neighborhood Council\*

**COMMUNITY INTEREST SEAT**

The following forms of documentation are examples of acceptable proof of participation (not employment) within the neighborhood council's boundaries. You will need to show one proof from List A (for identification and age verification) and one from List B.

At least one document from List B must affirm that you have ongoing participation within the boundaries of the Neighborhood Council which may be in a community organization such as, but not limited to, educational, non-profit and/or a religious organization. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the organization or service group.

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

**List B**

- † A letter on letterhead stating that you are an active participant\* (see sample letter on last page)
- † Personal business card, membership card or participation certificate\*
- † Receipt of membership dues\*
- † Staff roster\*
- † Other similar documentation affirming a substantial and ongoing participation within the Neighborhood Council's boundaries\*

**SENIOR REPRESENTATIVE**

**Age Specific Category:** The following forms of documentation can be accepted as proof of appropriate age to run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run for a Senior Seat). You will need to show one proof from List A **or** two from List B. At least one document from List B must prove your age.

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport

**List B**

- † Birth Certificate
- † Senior pass or discount cards
- † Medicare or AARP membership card
- † Senior center membership card
- † Other similar documentation proving that you are a senior citizen

\*Some Neighborhood Councils may require candidates running for Senior Representative Seat to live, work, or own property within the NC boundaries. These candidates must show proof of both Senior Citizen status and residency/employment/property ownership in order to be eligible to run for the seat. Please refer to the Residential, Business/Commercial, or Property Owner lists for proof of status.

**YOUTH REPRESENTATIVE**

**Age Specific Category:** The following forms of documentation shall be accepted as proof of appropriate age to run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run for a Youth Seat). You will need to show one proof from List A **or** two from List B. At least one document from List B must prove your age.

**List A**

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid school ID with address and date of birth (DOB)

**List B**

- † Birth Certificate
- † Other similar documentation proving that you meet the youth age qualifications

\*Some Neighborhood Councils may require candidates running for Youth Representative Seat to live, work, or own property, or attend school within the NC boundaries. These candidates must show proof of both age and residency/employment/property ownership/school attendance in order to be eligible to run for the seat. Please refer to the Residential, Business/Commercial, or Property Owner lists for proof of status.



AT-LARGE OR COMMUNITY INTEREST SAMPLE LETTER

(Please prepare letter on the entity's letterhead with address and contact information)

(Date)

To: Sun Valley Area Neighborhood Council

To Whom It May Concern:

\_\_\_\_\_ (name of stakeholder) is a \_\_\_\_\_ (insert relationship, e.g. volunteer, participant, etc.) in our organization.

We consider her/him to be an active participant in our activities.

(Please describe details of the stakeholder's participation that shows a substantial and ongoing volunteer engagement with your organization.)

Sincerely,

(Name)

(Title)

(Contact Information)