



# Neighborhood Council Election

## Acceptable Forms of Documentation

*\*Note: Voters and 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 and voters may use to establish their stakeholder status. This list will be updated periodically to incorporate any new forms that are deemed acceptable. The City of Los Angeles, Department of Neighborhood Empowerment has sole discretion on the acceptability of any document presented.*

## NEIGHBORHOOD COUNCIL ELECTION LIST OF ACCEPTABLE FORMS OF DOCUMENTATION

The following items will constitute acceptable forms of documentation for establishing stakeholder status. Different categories may require different forms of ID. Neighborhood Councils that have chosen “Self-affirmation” to identify stakeholders, will not require ID in order to vote.

### **HOMEOWNER REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of homeownership to run or vote for Homeowner Representative for those Neighborhood Councils that require stakeholders to own residential property within the Neighborhood Council’s boundaries. Stakeholder will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. One of the IDs on List B must prove that you own residential property within the boundaries of the Neighborhood Council.

#### **List A**

- † Valid CA Driver’s License
- † Valid CA Identification Card

#### **List B**

- † Valid Passport
- † Valid school ID
- † Social Security Card
- † Valid picture ID with name (from gym, school, work, club, etc.)
- † Los Angeles (L.A.) County Property Tax Bill
- † Mortgage statement
- † Recent utility bill
- † Home Owner’s Association bill
- † Mail with your name and address within the boundaries such as credit card statements
- † A letter from a Neighborhood Watch you participate in
- † A traffic ticket mailed to you with address in the area
- † A mailer from County or City Clerk with name and address
- † Other similar documentation providing proof of occupancy/tenancy

## **RENTER/TENANT REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of renter status to run or vote for Renter/Tenant Representative for those Neighborhood Councils that require stakeholders to rent within the Neighborhood Council's boundaries. Stakeholder will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. One of the IDs on List B must prove that you rent within the boundaries of the Neighborhood Council.

### **List A**

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

### **List B**

- † Valid Passport
- † Valid school ID
- † Social Security Card
- † Valid picture ID with name (from gym, school, work, club, etc.)
- † A copy of residential lease or rental agreement (contract)
- † Rent receipt
- † Mail with your name and address within the boundaries such as credit card statements
- † A letter from a Neighborhood Watch you participate in
- † A traffic ticket mailed to you with address in the area
- † A letter from landlord listing the tenant's name and rental unit address
- † A mailer from County or City Clerk with name and address
- † Other similar documentation providing proof of occupancy/tenancy

## **RESIDENTIAL REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of residency to run or vote for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council's boundaries. Stakeholder will need to show one proof from List A, **or** two from List B. One of the IDs on List B must prove that you reside within the boundaries of the Neighborhood Council.

### **List A**

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

### **List B**

- † Valid Passport
- † Valid school ID
- † Social Security Card
- † Valid picture ID with name (from gym, school, work, club, etc.)
- † A copy of residential lease or rental agreement (contract)
- † Los Angeles (L.A.) County Property Tax Bill
- † Mortgage statement or rent receipt
- † Recent utility bill
- † Home Owner's Association bill
- † Mail with your name and address within the boundaries such as credit card statements
- † A letter from a Neighborhood Watch you participate in
- † A traffic ticket mailed to you with address in the area
- † A letter from landlord listing the tenant's name and rental unit address
- † A mailer from County or City Clerk with name and address
- † Other similar documentation providing proof of occupancy/tenancy

***\*Some Neighborhood Councils may require candidates running for Resident/Owner Seat to both live and own their place of residency. These candidates must show proof of both ownership and occupancy in order to be eligible to run for the seat.***

## **BUSINESS/COMMERCIAL**

The following forms of documentation shall be acceptable proofs of employment or ownership in a business within the Neighborhood Council's boundaries (if required to vote or run for a business/commercial representative). A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B. One of the IDs on List B must prove that you work or own a business in the Neighborhood Council.

### **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**

- † A copy of a business lease or rental agreement
- † County of LA Property Tax Bill
- † Mortgage statement or rent receipt
- † City of LA Business license showing name
- † California (CA) State Board of Equalization resale certificate showing name
- † Business letterhead and business card showing name address of business
- † Social Security Card
- † Work permit
- † Pay stub showing name and address of business
- † Pay check showing name and business name
- † A letter from employer verifying employment
- † A letter from Business Improvement District (BID) with your address
- † A letter from a Chamber of Commerce with your address
- † An advertisement of your business on a newspaper/periodical showing your address
- † Statements from vendors showing your business name and address
- † Current utility bill
- † Magazine/newspaper subscriptions showing business address
- † A website showing your business name and address
- † Other similar documentation evidencing that stakeholder works/owns a business within the Neighborhood Council

## **RELIGIOUS INSTITUTIONS/SCHOOLS/COMMUNITY BASED ORGANIZATIONS**

The following forms of documentation shall be accepted as proof of employment/participation in Religious Institutions, Schools, and Community-Based Organizations such as non-profits, etc. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B. One of the IDs from List B must prove that you participate or work in a Community-Based Organization, School or Religious Institution in the Neighborhood Council.

### **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**

- † Pay stub showing name and address of institution and organization
- † Pay check copy showing name and address of institution or organization
- † Letter on letterhead from religious institution, educational institution, or Community organization (as applicable) stating the person is an active participant
- † Business card from religious, educational or community based organizations
- † Membership card or certificate with the institution/organization name and address
- † Receipt of dues with the institution/organization name and address
- † A church/synagogue/mosque flyer/weekly calendar/newsletter
- † A printed copy of website showing you as a staff member (roster/picture)
- † Other similar documentation evidencing that stakeholder works, owns and participates in the above-mentioned categories

## **MISCELLANEOUS GROUP SUCH AS VOLUNTEER/SERVICE GROUP**

The following forms of documentation shall be accepted as proof of employment, participation, and membership in a volunteer/service group. Stakeholder needs to show at least one picture ID to verify identity.

- † Pay stub showing name and address of volunteer/service group
- † Paycheck showing name and address of volunteer/service group
- † A letter on letterhead from volunteer/service group or organization
- † Membership card or certificate with the volunteer/service group or organization name and address
- † Other similar documentation evidencing that stakeholder works or participates in a volunteer/service group or organization

## **DISTRICT/AREA/ZONE REPRESENTATIVE**

The following forms of documentation shall be proofs of residency/ownership/employment or participation within a district/zone/area (to run or vote for a district/zone/area representative for those Neighborhood Councils that require stakeholders to reside, work or participate in a certain district/zone/area.) Stakeholder will need to show one Picture ID and a supplemental ID or two supplemental IDs; one of these must prove his/her stakeholder claim within the district/zone/area.

- † Valid CA Driver's License or Identification Card
- † Valid picture ID with name (from gym, school, work, club, etc.)
- † Valid Passport
- † Social Security Card
- † A copy of residential lease or rental agreement (contract)
- † LA County Property Tax Bill
- † Mortgage statement or rent receipt
- † Recent utility bill
- † Home Owner's Association bill
- † Mail with your name and address within the boundaries such as credit card statements
- † A letter from a Neighborhood Watch you participate in
- † A traffic ticket mailed to you with address in the area
- † A letter from landlord listing the tenant's name and rental unit address
- † A mailer from County or City Clerk
- † A copy of a business lease or rental agreement
- † County of LA Property Tax Bill
- † Mortgage statement or rent receipt
- † City of LA Business license showing name
- † Business letterhead or business card showing name address of business
- † Pay stub or paycheck showing name and address of business
- † A letter from employer verifying employment
- † A letter from a Chamber of Commerce with your address
- † An advertisement of your business on a newspaper/periodical showing your address
- † Statements from vendors showing your business name and address
- † Magazine/newspaper subscriptions showing address
- † A website showing your business name and address
- † A letter on letterhead from an organization or institution stating that person is an active participant
- † Receipt of dues with the institution/organization's name and address
- † Organization's newsletter or flyer
- † Souvenir from institution/organization with name and address
- † Award or certificate given to you by the organization or institution with name and address
- † Other similar documentation providing proof of occupancy/tenancy
- † Other similar documentation evidencing that stakeholder works/owns a business within the Neighborhood Council
- † Other similar documentation that provides evidence that stakeholder participates in an organization, institution, or church in the district/area/zone of the Neighborhood Council

## **SENIOR REPRESENTATIVE**

**Age Specific Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Senior Seat). A stakeholder will need to show one proof from List A **or** two from List B.

### **List A**

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

### **List B**

- † Birth Certificate
- † Senior pass
- † Senior discount cards
- † AARP membership cards
- † Membership card for a senior center
- † Medicare card
- † Other similar documentation evidencing that stakeholder is a senior citizen

**Participation Requirement Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that only require proof of participation, employment, and membership in an organization that serves Seniors in order to vote or run for the Senior Seat. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B.

### **List A**

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

### **List B**

- † Pay stub showing name and address of senior service center
- † Paycheck showing name and address of senior service center
- † A letter on letterhead from senior service group or organization
- † A letter on letterhead from Adult Day Health Care Center
- † Business card with name and address of Adult Day Health Care Center
- † Membership card or certificate with the senior service group or organization name and address
- † Other similar documentation evidencing that stakeholder works or participates in a senior service group or organization



## **YOUTH REPRESENTATIVE**

**Age Specific Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Youth Seat. A stakeholder will need to show one proof from List A **or** two from List B. One of the IDs from List B must prove 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
- † A letter from a Community Police Advisory Board (CPAB) in the area
- † A letter from a recreation center in the area
- † A letter from a school counselor/advisor/teacher
- † A letter from an after school program in the area
- † Other similar documentation evidencing that stakeholder is a youth

**Participation Requirement Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that require proof of participation, employment, and membership in an organization that serves youth in order to vote or run for the Youth Seat. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B.

### **List A**

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

### **List B**

- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)
- † A letter from a CPAB in the area
- † Business card from youth organization or group
- † Pay stub from youth organization or group
- † Pay check from youth organization or group
- † A letter from a recreation center in the area
- † A letter from a school counselor/advisor/teacher
- † A letter from an after school program in the area
- † Other similar documentation evidencing that stakeholder is a youth

### **PARK ADVOCATE/ENVIRONMENT REPRESENTATIVE**

First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of employment, participation, and membership in any of these areas. Stakeholder needs to show one Picture ID **or** two forms of ID to prove identity. At least one form of ID must show participation, employment or interest in an environmental organization.

- † Picture ID (work ID, school ID, club ID, membership ID, etc.)
- † Valid CA Driver's License or identification card
- † Passport
- † Membership card for an environmental organization
- † Pay stub/pay check showing name and address of park/environmental group or organization
- † A letter on letterhead from park/environmental group or organization
- † Business card from park/environmental group or organization
- † Certificate with the group/organization name and address
- † Receipt of dues with the group/organization name and address
- † Environmental magazine subscription with your name and address
- † Other similar documentation evidencing that stakeholder works, participates or shows interest in an environmental group/organization

### **HORSE OWNER REPRESENTATIVE**

First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of horse ownership. Stakeholder needs to show one Picture ID or two forms of ID to prove identity. At least one form of ID must prove horse ownership.

- † Picture ID (work ID, school ID, club ID, gym ID, credit card, etc.)
- † Valid CA Driver's License
- † Valid CA Identification Card
- † Passport
- † Membership card for a horse owners club
- † Certificate of ownership
- † A copy of a horse stable boarding agreement with owner's name
- † Receipt from veterinarian with owner's name

## **AT-LARGE SEAT**

A stakeholder within the NC's boundaries may run or vote for this seat. For some NCs this seat may also be the Factual Basis Seat.

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Picture ID (work ID, school, gym, club, credit card, etc.)
- † Valid passport
- † A copy of residential lease or rental agreement
- † Social Security Card
- † Los Angeles (LA) County Property Tax Bill
- † Pay stub showing name and business name
- † Paycheck showing name and business name
- † Mortgage statement or rent receipt
- † Current utility bill
- † Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- † Any person who declares an interest on a factual basis on the neighborhood may run and vote for this seat

## **FACTUAL BASIS STAKEHOLDER SEAT**

A stakeholder who declares a stake in the neighborhood and affirms the factual basis for it may run or vote for this seat.

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Picture ID (work ID, school, gym, club, credit card, etc.)
- † Valid passport
- † Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- † Receipts from businesses within the neighborhood

## **HOMELESS REPRESENTATIVE**

A stakeholder who is homeless within the neighborhood may run or vote for this seat.

- † Valid CA Driver's License
- † Valid CA Identification Card
- † A letter from shelter
- † Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- † Receipts from businesses within the neighborhood

***\*Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. The City of Los Angeles, Department of Neighborhood Empowerment has sole discretion on the acceptability of the document presented. If a voter does not have proof of Stakeholder status, then the voter will vote provisionally.***