



DOCUMENT REQUEST FORM

Client Information

Full Name: _____

Date : _____

SSN: _____

Time: _____

Phone Number: _____

Email (if applicable): _____

Caseworker (if known): _____

****Please allow Orange Housing Authority 5 business days to process your document request****

Documents Requested

_____ Birth Certificate
_____ Social Security Card
_____ Identification Card/ Driver's License
_____ Rent Change Letter
_____ Copy of Lease Agreement
_____ Other (please specify)

Reason for Request

Acknowledgment

I understand that by signing this form, I am requesting assistance from the Housing Authority to obtain the documents listed above. I acknowledge that processing times may vary and that additional documentation may be required to complete my request.

Please specify how you would like to receive your document: _____ mailed or _____ emailed

Client Signature: _____ Date: _____

Staff Use Only

Request Received By: _____ Date: _____

Documents Provided By: _____ Date: _____

516 Burton Ave. * Orange, TX 77630 * (409) 883-5882 * (409) 883-8014 fax * www.orangeha.com

A FAIR HOUSING AND EQUAL EMPLOYMENT OPPORTUNITY AGENCY

The Housing Authority offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Housing Authority office for assistance. Hearing impaired may contact Relay Texas at [800-735-2989](tel:800-735-2989) or 7-1-1.