

## **SAVE and US Citizenship Certification Form Instructions**

**Household Member** - All members of the household listed on the application must be accounted for.

**US Citizen (Born or Naturalized) or U.S. National** - Must provide acceptable primary or secondary forms of documentation. Reference the SAVE webinar on the TDHCA website for details on acceptable documentation.

Persons born in Puerto Rico, Guam, the US Virgin Islands, American Samoa, Swains Island (or their descendents) are considered citizens.

For Household members who select yes to this question with valid supporting documentation, no SAVE verification is required.

**Qualified Alien** - All household members answering YES to this question must provide documentation to be verified through SAVE. Reference SAVE tutorials and guides for information on acceptable documents to use.

**Documentation Provided** - List out documentation collected for each member of the household supporting their selected status. List document(s) used for citizenship **AND** identification on this form.

The SAVE Certification Form is not valid without applicant signature AND printed name and signature of agency staff person who certifies that they verified all documents.

Household members who answer "no" to the "US Citizen (Born or Naturalized) or U.S. National" or "Qualified Alien" box or who cannot provide supporting documentation are considered ineligible for CEAP and WAP.

Household Status Verification Form



**Systematic Alien Verification for Entitlements (SAVE) System and US Citizenship/US National**  
 Applicant Certification Form for CEAP, DOE-WAP, LIHEAP-WAP Subrecipients, and SHTF, ESG, HHSP, EH (political subdivision only)

The program for which you are applying requires verification that you are a U.S. citizen, a non-citizen national, or a legal resident of the United States. Documentation of your status is required. This agency uses the Systematic Alien Verification for Entitlements (SAVE) System to verify the status of non-citizens.

Household Member Name	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Qualified Alien (Yes/No)	Documentation Provided for:	
			Citizenship/Qualified Alien	Identification

To add additional household members, use another copy of this form.

**I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULANT INFORMATION.**

--	--

Applicant's Signature

Date

--	--	--

Signature of agency staff certifying they verified the above documents

Print Staff Name

Date



**Programa de Verificación Sistemática de Extranjeros para la Otorgación de Beneficios (SAVE)**

Formulario de Certificación del Ciudadano/Nacional de EEUU Solicitante para CEAP, DOE-WAP, LIHEAP-WAP Subrecipients, y SHTF, ESG, HHSP, EH (subdivisión política solamente)

El programa para el cual está aplicando requiere la verificación que usted es un ciudadano de los Estados Unidos de America (EEUU), un nacional no ciudadano, o un residente legal de los EEUU. Se requiere que el solicitante proporcione documentación de su ciudadanía de los EEUU o de su estatus migratorio en los EEUU. Esta agencia utiliza el Programa de Verificación Sistemática de Extranjeros para la Otorgación de Beneficios (SAVE) para verificar el estatus migratorio de personas que no son ciudadanos de los EEUU.

Nombre los miembros del hogar	Ciudadano de los Estados Unidos de America (Nacido o Naturalizado) o Nacional de los EEUU (Si o No)	Extranjero Calificado (Si o No)	Nombre los documentos proporcionados para:	
			Ciudadanía/Extranjero Calificado	Identificación

Para agregar miembros adicionales del hogar, use otra copia de este formulario.

**Soy consciente de que puedo ser sometido a un proceso judicial por proporcionar información falsa o fraudulante.**

--	--

Firma del Solicitante

Fecha

--	--	--

Firma del personal certificando la verificaron de documentos

Imprima el nombre del personal

Fecha