

HOW TO COMPLETE PDF FILES

Using Your Computer

Fill in forms in Acrobat Reader

You can use the Fill & Sign tools in Acrobat Reader to fill out forms. Save the form to your computer, and then open it directly in Acrobat or Acrobat Reader.

Where to find forms

1. Go to dekcohousing.com
2. Select **Resources**
3. Select **Links**
4. **Locate and open** the form needed
5. **Click on the Save icon** and **save a copy** of the form to your computer.

HOUSING AUTHORITY
County of DeKalb
310 N Sixth Street
Decatur, GA 30030
Phone: 815-758-2692
Fax: 815-758-4199
www.dekcohousing.com

PERSONAL DECLARATION FORM
PLEASE READ CAREFULLY

This form is imperative in determining your housing eligibility. This form:
✓ **Must be complete**, using N/A for items that are not applicable to your household.
✓ You must use the correct legal name of each member of your household as it appears on their social security card.
✓ All adult members 18 years and older in the household must sign page five (5) certifying the information pertaining to them.
✓ Please print clearly. Items not legible will render the form incomplete.
✓ Must be initialed at the bottom of each page and signed by all adult household members 18 years and older. Failure to do so will render the form incomplete.

→ **HEAD OF HOUSEHOLD**

Legal Last Name		First	M.I.	Current Address (City, State, Zip)	
Birth Date	Place of Birth (City, State)	Social Security Number	Phone	Email	
Veteran Status <input type="checkbox"/> Yes <input type="checkbox"/> No		Race <input type="checkbox"/> 1 - White <input type="checkbox"/> 2 - African American or Black <input type="checkbox"/> 3 - American Indian or Alaskan Native <input type="checkbox"/> 4 - Asian or Pacific Islander		Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
Ethnicity <input type="checkbox"/> 1 - Hispanic <input type="checkbox"/> 2 - Non-Hispanic				Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

→ **EX-SPOUSE or SEPERATED**


Last Name	First	Current Address (City, State, Zip)

WARNING: Title 18, Section 1001 of the U.S. Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the U.S. or the Department of Housing and Urban Development.

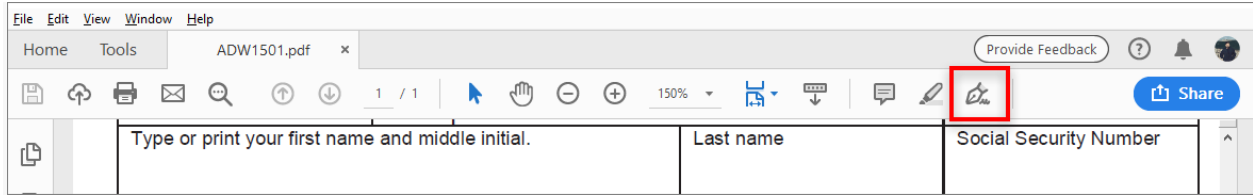
→ Head of Household Initials _____

Rev: 7/2019

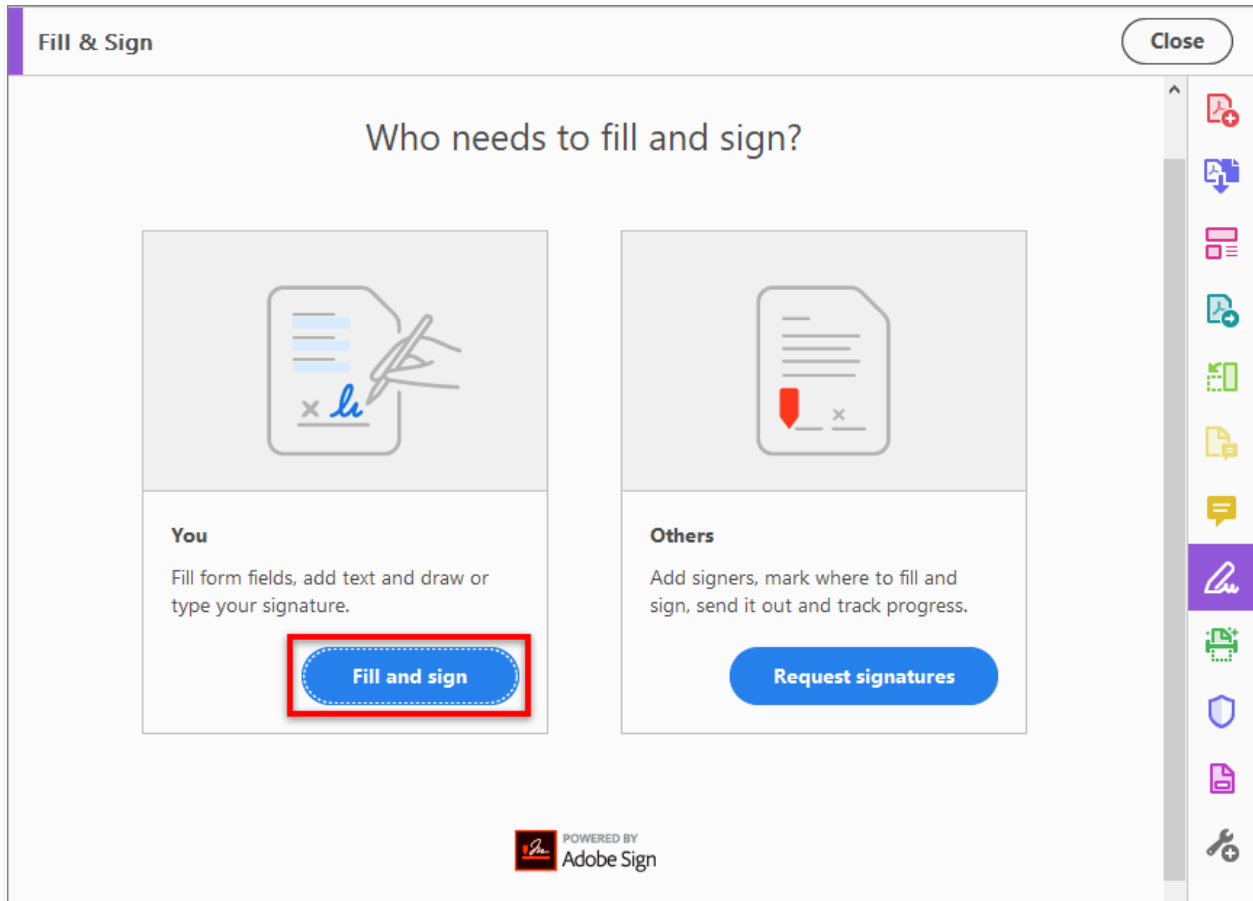
Fill out your PDF form

1. **Open** the PDF form in Acrobat or Reader.
2. Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.

HOW TO COMPLETE PDF FILES



3. The Fill & Sign tool is displayed. Click **Fill and Sign**.



Note:

If you don't see the **Fill and Sign** option, update your Acrobat. To automatically update from Acrobat, choose **Help > Check for updates**, and then follow the instructions in the Updater window to complete the update process.

4. **Save** your changes once you have answered all the questions.
5. **Send** your completed form(s) to the appropriate Housing Authority staff.

HOW TO COMPLETE PDF FILES

Using Your Smartphone

1. **Download** the appropriate app based on your phone type.

iPhone

From the App Store, search for and download Adobe Fill and Sign

or

<https://apps.apple.com/app/apple-store/id950099951>

Android Phones

https://play.google.com/store/apps/details?id=com.adobe.fas&referrer=utm_source%3DAdobe.com%2520DC%26utm_medium%3DWeb%26utm_term%3DFill%2520%2526%2520Sign%26utm_content%3DGet%2520App%26utm_campaign%3DFY18