

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

Every NC candidate and stakeholders voting in Documentation-Required style NC elections are required to submit identification and any applicable documentation to the City Clerk to establish their eligibility to run or vote for a NC board seat. Any documentation submitted by a candidate or voter will not be retained by the City Clerk.

All candidates and stakeholders voting in Documentation-Required style NC elections must provide the following:

1. A document or documents proving that they meet specific stakeholder requirements;
2. Proof of age; and
3. Photo identification.

This guide will provide examples of documents and identification that are acceptable to the City Clerk to prove that a stakeholder lives, works, owns property, or participates in a NC as a community interest stakeholder and is not meant to be exhaustive. The City Clerk reserves the right to accept identification or documents not included in this guide.

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NC AS A RESIDENT...

The following documents are acceptable to prove that you **reside** in a NC and are eligible to run for or vote for a residential-based (or similar) seat.

If a NC requires that you both live and own your place of residence, please refer to the Homeowner Category in this guide for more information.

### EXAMPLES OF PROOF OF RESIDENCE

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence in question. A P.O. box will not be accepted as a residential address.

- Driver's license or identification card;
- Residential lease or rental agreement;
- Mortgage statement or rent receipt;
- Current utility bill;
- Homeowners or renters insurance documentation;
- Letter from landlord confirming renter/tenant status;
- Current dated mail with your name and address; or
- Other similar documentation proving your status as a resident, including:
  - Los Angeles (L.A.) County property tax bill;
  - Homeowners/Renters Association bill or letter;
  - Letter from local Neighborhood Watch attesting to your status as a resident; or
  - County Assessor Parcel Information.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NC AS A RENTER OR TENANT...

The following documents are acceptable to prove that you **rent** or are a **tenant** of an apartment, house, condominium, or other domicile in a NC and are eligible to run for or vote for a renter-based (or similar) seat.

### EXAMPLES OF PROOF OF RENTER STATUS

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence in question. A P.O. box will not be accepted as rental addresses.

- Residential lease or rental agreement;
- Rent receipt;
- Renter's insurance documentation;
- Letter from landlord confirming renter/tenant status; or
- Other similar documentation proving your status as a resident, including:
  - Renters Association bill or letter; or
  - Letter from local Neighborhood Watch attesting to your status as a renter or tenant.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NC AS A HOMEOWNER RESIDENT...

The following documents are acceptable to prove that you **own** a home, condominium, townhouse, or other domicile; reside in a NC; and are eligible to run for or vote for a homeowner or residential-based (or similar) seat.

### EXAMPLES OF PROOF OF HOME OWNERSHIP

All documentation provided must, to a reasonable extent, show the stakeholder's name, and the address of the home in question. A P.O. box will not be accepted as a home address.

- Mortgage statement or deed;
- Homeowners insurance documentation;
- Los Angeles (L.A.) County property tax bill;
- Homeowners Association bill or letter; or
- County Assessor Parcel Information.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NC AS A HOMELESS RESIDENT...

The following documents are acceptable to prove that you are **homeless** and **reside** in a NC and are eligible to run for or vote for a residential or homeless-based (or similar) seat.

### EXAMPLES OF PROOF OF HOMELESS STATUS

All documentation provided must, to a reasonable extent, show the stakeholder's name, current address, or cross streets of the homeless residence in question. In lieu of a traditional home or shelter address, stakeholders may denote a street corner or a park as their residence. A P.O. box will not be accepted as a residential address.

- Letter from a shelter confirming your homeless status;
- Current mail with your name and address;
- Rent, motel, or hotel receipt; or
- Other similar documentation proving your status as a homeless resident.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.

**Note to homeless candidates:** If you cannot provide any of the documentation above or need assistance, please contact the City Clerk at (213) 978-0444 or toll free at (888) 873-1000.

**Note to homeless voters:** If you cannot provide any of the required documentation above you are allowed to vote by affirming on the Voter Registration Form or Vote-By-Mail Application that you are homeless.

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU WORK IN THE NC...

The following documents are acceptable to prove that you **work** in a NC and are eligible to run for or vote for an employee, business, merchant, or independent contractor (or similar) seat.

### EXAMPLES OF PROOF OF EMPLOYMENT

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

- Paycheck or pay stub;
- Work permit;
- Form W-2 or Form 1099;
- Staff roster from place of work;
- Letter from employer on business letterhead verifying employment;
- Project/job contract or service agreement;
- Invoices from vendor(s);
- Printed advertisement or business webpage (showing both your name as employee and address);
- Current City of LA business license; or
- Mail with your name and the name and address of the business.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU OWN A BUSINESS IN THE NC...

The following documents are acceptable to prove that you **own** a business or business property in a NC and are eligible to run for or vote for an employee, business, merchant, or independent contractor (or similar) seat.

### EXAMPLES OF PROOF OF BUSINESS OWNERSHIP

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

- Current City of LA business license;
- Current City of LA Business Tax Registration Certificate;
- Los Angeles (LA) County property tax bill;
- Staff roster from place of work;
- Project/job contract or service agreement;
- Business/commercial mortgage statement or lease/rental agreement;
- Invoices from vendor(s);
- Printed advertisement or business webpage (showing both your name as owner and address);
- California (CA) State Board of Equalization resale certificate;
- Letter/documentation from Business Improvement District (BID) or Chamber of Commerce;
- Applicable City tax forms reflecting independent contractor status;
- Current utility bill; or
- County Assessor Parcel Information.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU OWN REAL PROPERTY IN THE NC...

The following documents are acceptable to prove that you **own** real property in a NC and are eligible to run for or vote for a property owner (or similar) seat.

### EXAMPLES OF PROOF OF PROPERTY OWNERSHIP

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

- Property deed;
- Los Angeles (LA) County property tax bill;
- Project/job contract or service agreement listing stakeholder as the property owner;
- Mortgage statement;
- Letter/documentation from Business Improvement District (BID) or Chamber of Commerce listing stakeholder as the property owner;
- Applicable City tax forms reflecting property ownership;
- County Assessor Parcel Information; or
- Homeowners/Property owners insurance statement or proof of insurance listing the stakeholder as the property owner.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.



# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU PARTICIPATE IN A NC AS A YOUTH OR SENIOR STAKEHOLDER...

The following documents are acceptable to prove that you participate in a NC as a **youth** or **senior** stakeholder and are eligible to run for or vote for a youth or senior (or similar) seat.

### EXAMPLES OF PROOF OF STAKEHOLDER STATUS

If additional proof of Youth or Senior participation in a NC is required, please refer to the NC bylaws.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Passport;
- Consular documents;
- Birth Certificate;
- Senior pass or discount card;
- Medicare card;
- Senior or youth organization membership card (with birthdate or age); or
- School identification card (with birthdate or age).

# 2023 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

## IF YOU PARTICIPATE IN A NC AS A COMMUNITY INTEREST STAKEHOLDER...

The following documents are acceptable to prove that you participate in a NC as a **community interest stakeholder** and are eligible to run for or vote for an at-large, community-based organization, church, or education (or similar) seat. A community interest stakeholder is defined as a person who has involvement with a community organization within the NC's boundaries. A community organization is defined as continuously maintaining a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the NC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit or religious organizations. A for-profit entity shall not qualify as a Community Organization.

### EXAMPLES OF PROOF OF COMMUNITY INTEREST

All documentation provided must, to a reasonable extent, show the stakeholder's involvement in the community, the stakeholder's name, and the address of the organization, business, school, etc. in which the stakeholder is involved within the NC.

- Membership card or participation certificate;
- Receipt of membership dues;
- Staff/membership roster;
- Letter on official letterhead from school; church; or organization stating that you have involvement with a community organization within the NC's boundaries. (see page 10 for a sample letter); or
- Any documentation listed in this guide based on the type of stakeholder qualification to run and vote for the seat.

### EXAMPLES OF A PHOTO ID

- Driver's license or identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

### EXAMPLES OF PROOF OF AGE

- Driver's license or identification card;
- Consular documents;
- Passport; or
- Birth certificate.

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## SAMPLE ORGANIZATION LETTER FOR COMMUNITY INTEREST STAKEHOLDERS

This letter must include the following to be valid:

1. Date;
  2. Name of Stakeholder;
  3. Relationship of the stakeholder to your establishment (e.g., member, student, volunteer, employee, etc.);
  4. Duration of the stakeholder's participation in the organization;
  5. Contact information of the person writing the letter (if it does not appear in the letterhead);
  6. Physical Address of the organization that has been continuously maintained within the boundaries of the neighborhood council for not less than one year;
  7. Statement that the organization considers the stakeholder to be a participant in your organization;
  8. Statement the community organization is non-profit; and
  9. The organization representative's original signature, full printed name, and title.
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Sample Text:

Date

City of Los Angeles  
Office of the City Clerk  
555 Ramirez St. Space 300

To Whom It May Concern:

**[Stakeholder name]** has been **[a member/student/participant/volunteer/employee]** of **[organization name]** from **[date]** to the present. We consider her/him to be a participant in our organization's activities. We are located at **[state your establishment's local address.]** **[Organization name]** has maintained this address since **[date]** and is a non-profit organization.

Sincerely,  
**[Signature]**  
**[Full name]**  
**[Title]**