



2025 NEIGHBORHOOD COUNCIL ELECTION

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.

Documented or undocumented individuals are eligible to serve on NC boards and vote in NC elections.



2025 NEIGHBORHOOD COUNCIL ELECTION 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, refer to page 4 for examples of acceptable documentation for homeowner resident stakeholders.

EXAMPLES OF PROOF OF RESIDENCE

All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the residence in question, and a visible date. 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,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION

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, the address of the residence in question, and a visible date. A P.O. box will not be accepted as a rental address.

- 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,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION 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, the address of the home in question, and a visible date. 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,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION 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 and 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,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION 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, the address of the stakeholder's place of work, and a visible date.

- 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,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION 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, the stakeholder's business address, and a visible date.

- 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, or
- County Assessor Parcel Information.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION 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, the stakeholder's property address, and a visible date.

- 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,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

IF YOU ARE 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,
- Consular 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).

2025 NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

IF YOU ARE 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 name, the stakeholder's participation in the community organization, and the address of the organization, business, school, etc., and a visible date.

- 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 11 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,
- Consular 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.

2025 NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

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.

Note: Letter should not be signed by candidate.

Sample Text:

Date

City of Los Angeles
Office of the City Clerk
555 Ramirez St. Space 300
Los Angeles, CA, 90012

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]

2025 NEIGHBORHOOD COUNCIL ELECTION

LIST OF ACCEPTABLE CHALLENGES

Stakeholders who meet the eligibility requirements listed in the 2025 Neighborhood Council (NC) Election Handbook may file an election challenge on the conduct of a NC Election. The City Clerk will accept challenge requests for the following, but not limited to:

Candidate Filing Challenges:

- Ineligible or incorrect documentation proving stakeholder status;
- Exceeding term limits; or
- Candidate submitting application after the deadline.

Election Challenges:

- Candidates use of City or neighborhood council controlled buildings, equipment, supplies, funds, or other taxpayer resources for campaigning activities;
- Explicit use of City logo(s) for campaign materials by candidates (including LA City logo, City Clerk logo, the Department of Neighborhood Empowerment (EmpowerLA) logo, NC logo, and any other City department logo);
- NC Board endorsement of a candidate or slate of candidates;
- Use of NC funds or outreach materials to endorse a candidate or slate of candidates;
- Candidates posting handbills or any other campaign materials on public property;
- Incorrect ballots (wrong ballot, incorrect instructions, etc.) which caused voters to vote significantly more or less for a qualified/non-qualified or incorrect candidate;
- Ballot duplication (by candidate or stakeholder); or
- Illegal voting (e.g. a voter who casts more ballots than allowed in a NC Election or voter fraud.).

The following claims will **NOT** be accepted as grounds for an election challenge:

- Lack of outreach (outreach performed by a NC, DONE, or any other City entity);
- Published articles (challenges based on election information published in media (e.g., online, print, or any other type of media);



2025 NEIGHBORHOOD COUNCIL ELECTION

LIST OF ACCEPTABLE CHALLENGES (CONT.)

- Translated election material;
- Conduct regarding election or candidate information forums, or lack thereof;
- Ballot box location selection (unless the challenge is related to ADA compliance);
- Email forwarding of NC election material;
- Ballot design;
- NC-endorsed election procedures or policies;
- NC bylaws;
- Stakeholder qualifications to vote;
- DONE-approved outreach material;
- Campaign expenditure(s);
- Use of LA City logo, City Clerk logo, DONE logo, or NC logo if used on a website as identification for an active link to click through to the City, DONE or NC website, social media page, etc.;
- Negative campaigning, including social media posts.
- Endorsements and sample ballots created by and/or distributed by stakeholders or candidates that ask voters to vote for a specific candidate;
- Ballots postmarked after Election Day;
- Ballots postmarked by Election Day and not received within 10 calendar days thereafter;
- Deficiencies in USPS mail delivery;
- Lack of mailing address; or
- Conduct of an all Vote-By-Mail election.

Note that the City Clerk is responsible for addressing and enforcing election-related rules and regulations. When reviewing submitted challenges, the City Clerk will take into consideration whether an alleged violation was previously addressed by the City Clerk and/or DONE and if either department had an opportunity to provide effective relief.