

# Open Minds, Inc.

A Non-Profit Representative Payee Program

## Representative Payee Identification Policy

**Date:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

I understand that as a client of Open Minds, Inc. Representative Payee program I must have:

- Valid Social Security Identification Card
- Valid State Issued Identification Card

Social Security cards are available from the Social Security Administration office.

State Issued Identification Cards are available from Highway Patrol Testing Stations.

Information required for a State ID:

- Valid Birth Certificate
- Valid Social Security Card
- And any two items that have been mailed to client showing residency.
- Fee of not more than \$12.50.
  
- For women, if married, a copy of marriage certificate.
  
- For juveniles under 18, a parent must accompany to sign affidavit.

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<b>Client Signature</b>	<b>Date</b>	<b>Staff Member</b>	<b>Date</b>
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