



## Acceptable Verification Examples for Social Equity Contractor

### **Identification Verification**

Applicants must submit each applicable document from the following list and any other supporting documentation to prove the applicant's identity:

- Washington Driver's License
- Federal, state, or local government issued identification card showing applicant's name
- Social Security Card
- Government Employee ID card (state or federal) with signature and photograph
- Professional license (i.e. nurse, physician, engineer, etc.)
- Veteran Administration Identification with photograph

### **Household Income Verification**

Applicants should submit each applicable document from this list below as well as any other supporting documentation as proof of last year's household income. The income verification will be used to determine if the applicant's household income is less than the median household income within the state of Washington (as calculated by the United States Census Bureau):

- Most recent federal tax return
- IRS tax form W-2
- Student IDs or confirmation of secondary education status
- Affidavits from unemployed applicants

### **Residency Verification**

Applicants must submit documentation for proof of Washington state residency. Residency documentation must show that the applicant has lived in Washington for at least 6 months prior to their application submission.

Applicable documents for residency verification include:

- Federal, state, or local government issued identification card showing applicant's name
- Washington Driver's License
- Utility bill addressed to the applicant
- Correspondence from the Internal Revenue Service (IRS) or Washington government agency
- Correspondence from the federal, state, or local government
- Bank statements or credit card bills
- Residential lease or rental agreements with the name of the applicant as lessee or renter
- Deed or title to real estate residential property
- Pay stubs that show the applicant's name and Washington address
- School records that show the applicant's address
- Rental agreements that show the applicant's address



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- Utility bills that show the applicant's address
- Mortgage statements that show the applicant's address
- Bank loan documents that show the applicant's address
- Tax returns
- Vehicle registration
- Voter registration card
- Statement from a major creditor
- County tax notice
- Property tax information
- Affidavit from a landlord, relatives, or roommates

### **Time Spent in a Disproportionately Impacted Area Verification**

Applicants must submit documentation as proof of the applicant's residency in a Disproportionately Impacted Area (DIA). Applicants must show prior residency in a DIA for at least 5 years between 1980 and 2010.

Applicable documents for residency in a DIA verification include:

- Washington Driver's License
- Federal, state, or local government issued identification card showing applicant's name
- Utility bill addressed to the applicant
- Correspondence from the Internal Revenue Service (IRS) or the Washington government agency
- Correspondence from the federal, state, or local government
- Bank statements or credit card bills
- Residential lease or rental agreements with the name of the applicant as lessee or renter
- Deed or title to real estate residential property
- Pay stubs that show the applicant's name and Washington address
- School records that show the applicant's address
- Rental agreements that show the applicant's address
- Utility bills that show the applicant's address
- Mortgage statements that show the applicant's address
- Bank loan documents that show the applicant's address
- Tax returns
- Vehicle registration
- Voter registration card
- Statement from a major creditor
- County tax notice



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### **Arrest information**

Applicants should submit documentation from the list below as well as any other supporting documentation which may verify arrest history:

- Criminal history background report
- Applicant's arrest record
- Applicant's family member arrest record (must include an affirmation of the familial relationship signed by the applicant and the family member)
- Other court document related to the conviction or vacated sentence

### **Conviction Information**

Applicants may submit each applicable document from this list as well as any other supporting documentation as proof of prior convictions:

- Criminal history background report
- Sentencing report
- Probation report
- Record of judgement and conviction
- Record of plea, verdict and sentence
- Docket entry from court record that indicate the existence of a conviction
- Minutes of a court proceeding or transcript of a hearing that indicates the existence of a conviction
- Abstract of a record of conviction prepared by the court in which the conviction was entered, or by a state official associated with the state's repository of criminal justice records, that indicates the following:
  - The charge or section of the law violated
  - The disposition of the case
  - The existence and date of conviction; and the sentence
- Other court document related to the conviction or vacated sentences

### **Employment Impact of Incarceration**

Applicants should submit documentation from the following list as well as any other supporting documentation which proves the applicant or an applicant's family member's incarceration prevented the applicant from obtaining employment. Examples of such documents include, but are not limited to:

- Email from an employer which rejects or terminates employment and states the reason for the rejection or termination was because the applicant was incarcerated.
- Letter from an employer which reject or terminates employment and state that the reason for the rejection or termination was because the applicant was incarcerated.
- Affidavit from persons with direct knowledge of the rejection or termination of employment as well as reasoning that the rejection or termination of employment was because of the applicant's or the applicant's family members' incarceration.
- Court record which show that the applicant was terminated or denied employment due to the applicant or the applicant's family members' incarceration.



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### **Housing Impact of Convictions or Arrests**

Applicants should submit from the following list, as well as any other supporting documentation that proves the applicant or applicant's family member's incarceration caused the loss of their home or prevented the applicant from purchasing a home. Examples of such documents include, but are not limited to:

- Email from banks or landlords denying a mortgage or rental to the applicant due to the applicant's drug convictions or arrests.
- Letter from banks or landlords discussing the reason for denial in mortgage or rental due to the applicant's drug convictions or arrests.
- Affidavit from persons with direct knowledge of the denial of mortgage or rental due to the applicant's convictions or arrests.
- Court records which show that the applicant was denied housing due to drug convictions or arrests.

### **Ownership Verification**

Applicants must submit documentation from the following list, as well as any other supporting documentation as proof of company ownership:

- Partnership agreement
- Certificate of membership
- Stock certificates
- Stock ledger
- Washington business registration
- Ownership statement
- Corporate tax returns
- Profit-sharing agreement

### **Previous Cannabis Business Experience**

Applicants should submit documentation from the following list, as well as any other supporting documentation as proof of previous cannabis business experience:

- Business license
- Business plan that identifies the member in the charter
- Documentation from the local jurisdiction
- IRS tax form W-2 10
- Organizational documents

### **Other Documents Not Listed**

Applicants are permitted to upload additional documents which may verify eligibility. Based on the date, credibility and source of the documents submitted, the Social Equity Contractor will determine the acceptability of any documents not listed above.