

# ATTACHMENT “A”

<u>DIRECT RELATIONSHIP BY BLOOD</u>	BIRTH CERTIFICATE PROOF REQUIRED	DEATH CERTIFICATE PROOF REQUIRED
<i>Person of record</i>	Must prove their identity	Not applicable
<i>Parents</i>	Must be listed on the certificate	Must be listed on the certificate
<i>Grandparents (Respective child on certificate)</i>	Birth certificate of their child	Birth certificate of their child
<i>Child to the person of record</i>	Applicant’s birth certificate	Applicant’s birth certificate
<i>Brother and sister (One parent listed)</i>	Applicant’s birth certificate	Applicant’s birth certificate
<i>Grandchild</i>	<ol style="list-style-type: none"> <li>1. Applicant’s birth certificate</li> <li>2. Applicant parent's birth certificate</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicant’s birth certificate</li> <li>2. Applicant’s parent(s) listed as an informant</li> </ol>

<u>DIRECT RELATIONSHIP BY MARRIAGE</u>	BIRTH CERTIFICATE PROOF REQUIRED	DEATH CERTIFICATE PROOF REQUIRED
<i>Spouse or domestic partner</i>	<ol style="list-style-type: none"> <li>1. Certified marriage certificate</li> <li>2. Application completed accurately and entirely</li> </ol>	Must be listed as the surviving spouse

<u>LEGAL RELATIONSHIP - PERSON OF RECORD</u>	BIRTH CERTIFICATE PROOF REQUIRED	DEATH CERTIFICATE PROOF REQUIRED
<i>Attorneys</i>	<ol style="list-style-type: none"> <li>1. An affidavit signed by the person of record, parent/guardian, and the attorney</li> <li>2. A check cut by the firm</li> </ol>	<ol style="list-style-type: none"> <li>1. An affidavit signed by both a person related by blood or marriage as listed above and the attorney</li> <li>2. A check cut by the firm</li> </ol>
<i>Public Guardians</i>	Court order establishing public guardianship	Court order establishing public guardianship
<i>Public Administrators</i>	Not applicable	Formal application for letters of administration or proposed court petition
<i>Adoptive Parent(s)</i>	Must be listed on the certificate. Cannot have the original certificate without a court order, since it is sealed	Must be listed on the certificate
<i>Adoptive Child</i>	Applicant's birth certificate	Applicant's birth certificate
<i>Legal Guardian to the Person of Record</i>	Court order or original short term guardianship form	Not applicable
<i>Adoption Agencies</i>	<ol style="list-style-type: none"> <li>1. Nevada relinquishment form</li> <li>2. A copy of Nevada adoption license</li> <li>3. A request on company letterhead</li> </ol>	<ol style="list-style-type: none"> <li>1. Nevada relinquishment form</li> <li>2. A copy of Nevada adoption license</li> <li>3. A request on company letterhead</li> </ol>
<i>Power of Attorney</i>	Court ordered power of attorney or power of attorney allowing to assist with all matters	Court ordered power of attorney or power of attorney allowing to assist with all matters
<i>Informant</i>	Not applicable	Must be listed as the informant
<u>FACILITATE A LEGAL PROCESS</u>	BIRTH CERTIFICATE PROOF REQUIRED	DEATH CERTIFICATE PROOF REQUIRED

<i>Law Enforcement</i>	<ol style="list-style-type: none"> <li>1. Department letterhead signed by a supervisor with case # and reason</li> <li>2. Department ID or badge number</li> </ol>	<ol style="list-style-type: none"> <li>1. Department letterhead signed by a supervisor with case # and reason</li> <li>2. Department ID or badge number</li> </ol>
<i>Insurance Companies</i>	Not applicable	<ol style="list-style-type: none"> <li>1. Insurance policy</li> <li>2. A request on company letterhead</li> <li>3. A company check</li> </ol>
<i>Title Companies</i>	Not applicable	<ol style="list-style-type: none"> <li>1. Signed offer letter or contract</li> <li>2. A request on company letterhead</li> <li>3. A company check</li> </ol>
<i>DMV Liens and Titles</i>	Not applicable	Verification of record only or a completed "Trustee Appointment and Powers Affidavit" from DMV
<i>Federal, State, Local Governmental Investigative Agencies</i>	<ol style="list-style-type: none"> <li>1. Department letterhead signed by a supervisor with case # and reason</li> <li>2. Department ID or badge number</li> </ol>	<ol style="list-style-type: none"> <li>1. Department letterhead signed by a supervisor with case # and reason</li> <li>2. Department ID or badge number</li> </ol>
<i>Student Loans</i>	Not applicable	<ol style="list-style-type: none"> <li>1. Signed loan document</li> <li>2. A request on company letterhead</li> <li>3. A company check</li> </ol>
<i>Attorneys</i>	<ol style="list-style-type: none"> <li>1. Court order or proposed petition w/ a "tie" to person of record</li> <li>2. A request on company letterhead</li> <li>3. A company check</li> </ol>	<ol style="list-style-type: none"> <li>1. Court order or proposed petition w/ a "tie" to person of record</li> <li>2. A request on company letterhead</li> <li>3. A company check</li> </ol>
<i>Ex-Spouse or Children</i>	Not applicable	Proof of legal need such as insurance policy or if for SSA benefits must be able to complete all information accurately on the application