

# HOW TO COMPLETE PDF FILES

## Using Your Computer

### Fill in forms in Acrobat Reader

You can use the Fill & Sign tools in Acrobat Reader to fill out forms. Save the form to your computer, and then open it directly in Acrobat or Acrobat Reader.

### Where to find forms

1. Go to [dekcohousing.com](http://dekcohousing.com)
2. Select **Resources**
3. Select **Links**
4. **Locate and open** the form needed
5. **Click on the Save icon** and **save a copy** of the form to your computer.

**HOUSING AUTHORITY**  
County of DeKalb  
310 N Sixth Street  
Decatur, GA 30030  
Phone: 815-758-2692  
Fax: 815-758-4199  
www.dekcohousing.com

**PERSONAL DECLARATION FORM**  
PLEASE READ CAREFULLY

This form is imperative in determining your housing eligibility. This form:  
✓ **Must be complete**, using N/A for items that are not applicable to your household.  
✓ You must use the correct legal name of each member of your household as it appears on their social security card.  
✓ All adult members 18 years and older in the household must sign page five (5) certifying the information pertaining to them.  
✓ Please print clearly. Items not legible will render the form incomplete.  
✓ Must be initialed at the bottom of each page and signed by all adult household members 18 years and older. Failure to do so will render the form incomplete.

→ **HEAD OF HOUSEHOLD**

Legal Last Name		First	M.I.	Current Address (City, State, Zip)	
Birth Date	Place of Birth (City, State)	Social Security Number	Phone	Email	
Veteran Status <input type="checkbox"/> Yes <input type="checkbox"/> No		Race <input type="checkbox"/> 1 - White <input type="checkbox"/> 2 - African American or Black <input type="checkbox"/> 3 - American Indian or Alaskan Native <input type="checkbox"/> 4 - Asian or Pacific Islander		Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
Ethnicity <input type="checkbox"/> 1 - Hispanic <input type="checkbox"/> 2 - Non-Hispanic				Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

→ **EX-SPOUSE or SEPERATED**


Last Name	First	Current Address (City, State, Zip)

**WARNING:** Title 18, Section 1001 of the U.S. Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the U.S. or the Department of Housing and Urban Development.

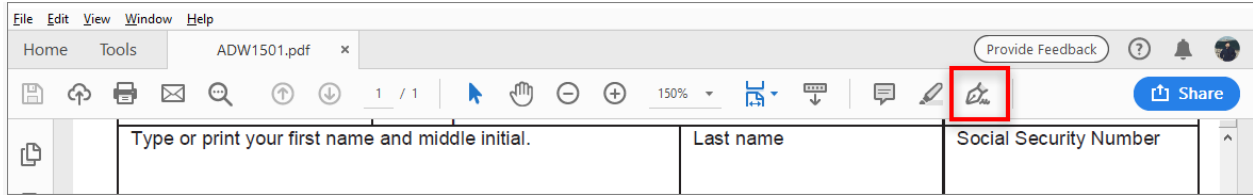
→ Head of Household Initials \_\_\_\_\_

Rev: 7/2019

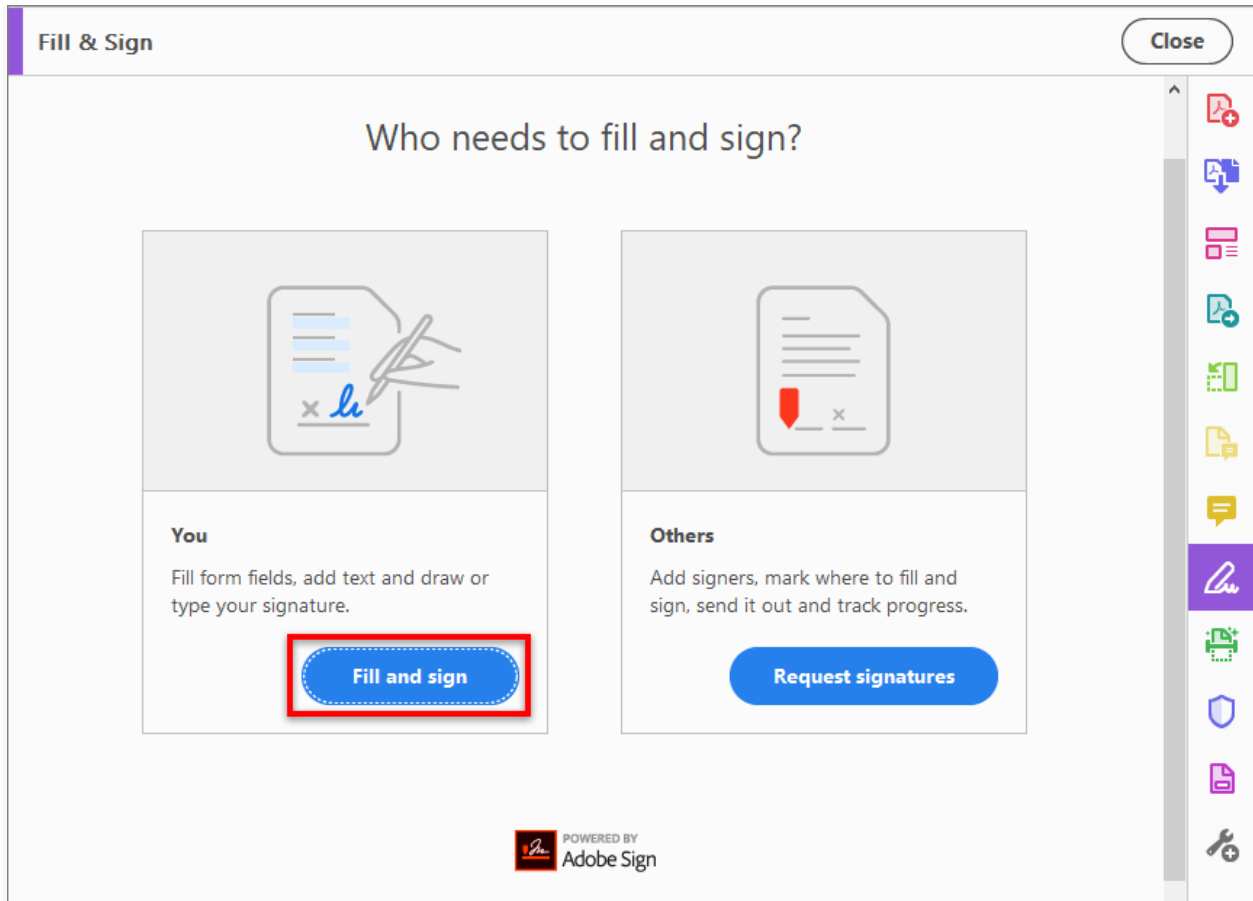
### Fill out your PDF form

1. **Open** the PDF form in Acrobat or Reader.
2. Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.

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3. The Fill & Sign tool is displayed. Click **Fill and Sign**.



## Note:

If you don't see the **Fill and Sign** option, update your Acrobat. To automatically update from Acrobat, choose **Help > Check for updates**, and then follow the instructions in the Updater window to complete the update process.

4. **Save** your changes once you have answered all the questions.
5. **Send** your completed form(s) to the appropriate Housing Authority staff.

# HOW TO COMPLETE PDF FILES

## Using Your Smartphone

1. **Download** the appropriate app based on your phone type.

iPhone

From the App Store, search for and download Adobe Fill and Sign

or

<https://apps.apple.com/app/apple-store/id950099951>

Android Phones

[https://play.google.com/store/apps/details?id=com.adobe.fas&referrer=utm\\_source%3DAdobe.com%2520DC%26utm\\_medium%3DWeb%26utm\\_term%3DFill%2520%2526%2520Sign%26utm\\_content%3DGet%2520App%26utm\\_campaign%3DFY18](https://play.google.com/store/apps/details?id=com.adobe.fas&referrer=utm_source%3DAdobe.com%2520DC%26utm_medium%3DWeb%26utm_term%3DFill%2520%2526%2520Sign%26utm_content%3DGet%2520App%26utm_campaign%3DFY18)