

FAMILY MEMBER CONFIRMATION FORM

Each prospective University Housing resident must specify on the housing contract all other proposed occupants of the room, all of whom must be either other eligible PSU students or eligible family members (a spouse, domestic partner, or one or more dependent minors). Eligible family members are not required to sign a contract, but each eligible PSU student must sign a separate contract. Any changes in occupancy occurring after the contract becomes effective must be reported to UHO within 5 business days. Failure to notify UHO of an eligible resident or family member may result in a fine. Documentation must be received and approved by the University Housing Office before family members may check-in. All approved family members will receive a set of key(s) and an access badge, where applicable.

BILLING INFORMATION FOR BLUMEL, EPLER, ONDINE, AND BROADWAY

Residents in buildings charged by the Bed Space who are living with adult eligible family members will be held financially responsible for the double rate for each adult in the Unit, including the Resident and any/all adult family member(s) residing in the Unit. There is no additional charge for dependent, minor children.

RESIDENT STEPS

- Step 1: Complete the Family Member Confirmation form and submit it to the University Housing Office (UHO).
- Step 2: UHO will fax your completed and approved form to ID Services to receive an access badge (when applicable). Family members, including children must have a form of government issued photo ID to receive their badge.
- Step 3: Take the resident copy of your Family Member Confirmation Form to your Area front desk and complete a Housing Move Form to retrieve keys for your unit. Please note that extra sets of keys can take up to 48 hours to make. Family members must be present to sign for their keys.
- Step 4: UHO will activate your access badge (when applicable) upon receiving your badge number from ID Services.

ACCEPTED FORMS OF DOCUMENTATION

All required forms of documentation are indicated by an asterisk (*) in the table below.

- Domestic partners must provide either:
 1. Certificate of Domestic Partnership from a state or municipality that registers partnerships, *or*
 2. Domestic Partnership Declaration Form found on the University Housing website plus *two (2)* types of the acceptable forms of documentation listed below.
- Spouses must provide either:
 1. A marriage license from a state or municipality *or*
 2. A wedding invitation or engagement announcement (if the legal ceremony has not yet taken place)

DOMESTIC PARTNER	SPOUSE	DEPENDENT MINOR
*Photocopies of government issued ID cards	*Photocopies of government issued ID cards	*Photocopies of government issued ID cards
Certificate of Domestic Partnership from a state or municipality that registers partnerships or DP declaration form on UHO site plus two of documentation from the list below	*Marriage license <i>or</i> copy of a wedding announcement or invitation	*Birth Certificate
Joint checking/savings account		Durable power of attorney
Joint ownership of motor vehicle or real estate		
A lease or common mail address showing joint residence for at least six months or the same address on driver's license		

FAMILY MEMBER ROOM USE INFORMATION – OFFICE USE ONLY

Family Member (s)		Move In Date	Move Out Date	Building/Room	UHO Approved
					Staff Initials: Date Stamp:
Key Order Date	Key Pickup Date	StarRez	Confirm. Email	Access Assigned	Accounts

CONTRACTED RESIDENT INFORMATION (PSU STUDENT)

I agree to inform University Housing within 5 days of any change in family members occupying my University Housing assignment. In accordance with the University Housing Contract Terms & Conditions (section 14, Resident Responsibilities), I, the Resident, agree to:

- Conduct myself, and require my guests and eligible family members to conduct themselves in compliance with the University Housing Handbook and Student Code of Conduct and in a reasonable manner that does not disturb other residents or their guests.
- Assume liability for damage resulting from action by myself or eligible family members or guests and for losses incurred by myself or eligible family members or guests.

 Contracted Resident Signature Print Name Date PSU ID Number

- As a family member, I agree to uphold the Terms and Conditions of the University Housing Contract and submit that all information provided regarding my person is true and accurate.

ID SERVICES ONLY - ACCESS #

 Family Member Signature Print Name Date

 Family Member Signature Print Name Date

FAMILY MEMBER INFORMATION

1	Name (Last, First)		Relationship to Resident <input type="checkbox"/> Spouse <input type="checkbox"/> DP <input type="checkbox"/> Child	Date Of Birth	Gender
	Email:		Phone:		
	Documentation: <input type="checkbox"/> Passport <input type="checkbox"/> Driver License <input type="checkbox"/> Marriage License <input type="checkbox"/> DP Certificate <input type="checkbox"/> Joint bank account <input type="checkbox"/> Joint ownership of vehicle or real estate <input type="checkbox"/> Lease (6 mos.) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other: _____				
Emergency Contact Name:			Have you ever been convicted of a felony?*		
Emergency Phone:			YES NO		
Family Member Signature				Date	

2	Name (Last, First)		Relationship to Resident <input type="checkbox"/> Spouse <input type="checkbox"/> DP <input type="checkbox"/> Child	Date Of Birth	Gender
	Email:		Phone:		
	Documentation: <input type="checkbox"/> Passport <input type="checkbox"/> Driver License <input type="checkbox"/> Marriage License <input type="checkbox"/> DP Certificate <input type="checkbox"/> Joint bank account <input type="checkbox"/> Joint ownership of vehicle or real estate <input type="checkbox"/> Lease (6 mos.) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other: _____				
Emergency Contact Name:			Have you ever been convicted of a felony?*		
Emergency Phone:			YES NO		
Family Member Signature				Date	

3	Name (Last, First)		Relationship to Resident <input type="checkbox"/> Spouse <input type="checkbox"/> DP <input type="checkbox"/> Child	Date Of Birth	Gender
	Email:		Phone:		
	Documentation: <input type="checkbox"/> Passport <input type="checkbox"/> Driver License <input type="checkbox"/> Marriage License <input type="checkbox"/> DP Certificate <input type="checkbox"/> Joint bank account <input type="checkbox"/> Joint ownership of vehicle or real estate <input type="checkbox"/> Lease (6 mos.) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other: _____				
Emergency Contact Name:			Have you ever been convicted of a felony?*		
Emergency Phone:			YES NO		
Family Member Signature				Date	

* If your records have been expunged pursuant to applicable law, you are not required to answer yes to this question. If your answer is yes, you are required to submit a detailed summary of the offense(s) from an appropriate judicial or corrections official, including copies of police reports, sentencing reports or other evidence satisfactory to the University. Your contract will be reviewed and you will be notified in writing of the decision regarding your housing request. Failure to disclose an incident may result in potential revocation of your University Housing contract.