

No.	Department name	Name of the document
1.-	Finance	2017 Application Form 2017 Application Page (Filing deadline) New Applicant Letter Recertification Rescind Letter Recertification Form Tax Relief Brochure Tax Relief Denial Tax Relief Request ALM_coupon BPOL Questionnaire Business License Application Business License Checklist Business License Incentive Application Business_Lic_Spnish_BPOL_Instructions Tangible Personal Property Daily Rental Application Daily Rental Quarterly Electronic Copy of BPOL Questionnaire Escrow Application Back Escrow Application Front MachineryAndToolsTaxReturn No Documentation Letter Pen and Int Waiver Back Pen and Int Waiver Front PP_High mileage instructions PP_High mileage TACS and Ballato info Cards Tax Information Back Tax Information Front TaxReliefAuthorizationForm Vendor's packet Contractor cart
2.-	Fire	Permit Application Stop Work Order Inspection Notice Fire Marshal's Office Certificate Permit Holder Guideline Language Access Request Forms
3.-	OMBD	Emerging Small Business (ESB) Registration Checklist Minority Business Development Registration Checklist MBE/ESB Change in Subcontractors Form MBE/ESB Past Good Faith Efforts Participation Form

MONTHLY COMPLIANCE REPORT (MBE-3)
MBE/ESB PARTICIPATION FORM (MBE-2)
Good-Faith Minority Business Enterprise and Emerging Small Business Participation
Efforts Documentation of Contacts
Contractor Assistance Loan Program

4.- Dept. of Justice Serv. Consent for Release of Information
Probation Supervision Agreement
Division of Adult Program Intake Packet
Random Drug Testing Form
Color Change Form
Program Brochure
Consent for release of Information
Supervision Agreement
Fee Agreement
Adult Day Reporting Release of Information
Dress Code
Client Case Management Report
Attendance policy
Behavior Contract
Client Agreement
Code of Conduct
Replacement Book Contract

Family Ties
Grievance Form - Juvenile Programs
Behavioral Health Docket
Community Service Work
Evening Reporting Center

5.- Human Resources ADA Accommodation Form
ADA Discrimination Form
CDL Employment Application Form & Release Form
Consent to Release Information Form
Emergency Contact Form
Random Notification Form
Reasonable Suspicion Notification Form
Reasonable Suspicion - Incident Documentation Form
Post Accident Form
Violence Report Form

6.- DSS CSA Parental Agreement Template
Economic Support & Independence Division Vital Documents already translated into Spanish:
Consent to Exchange Information (Spanish)
Confidentiality Agreement (Spanish)
SNAPET Pre-Assessment (Spanish)

SNAPET Plan of Participation (Spanish)
SNAPET Job Search (Spanish)
SNAPET Notice of Case Closure (Spanish)
VIEW Job Search (Spanish)
Activity and Service Plan (Spanish – Fillable)
VIEW Assessment (Spanish)
VIEW Notice of Sanction/Termination (Spanish)
VIEW Agreement of Personal Responsibility (Spanish)
Do You Have a Disability? (Spanish)
Multilingual Client Notice (Spanish)
Medicaid Notice of Action (Spanish)
Advance Notice of Proposed Action (Spanish)
Statement of Required Presence of Caregiver (Spanish)
Medical Expense Record (Spanish)
Notice of Cooperation & Good Cause (Spanish)
Appeal to the State Department of Social Services (Spanish)
Authorization for Release of SSI Check (Spanish)
Notice of Change Report (Spanish)
Application/Redetermination for Medicaid for SSI Recipients (Spanish)
Notice of Action (SNAP) (Spanish)
Request for Contact (Spanish)
Entitlement to Restoration of Lost Benefits (Spanish)
SNAP Sanction Notice for Noncompliance with a Work Requirement (Spanish)
Families & Children Medicaid & FAMIS Plus Renewal (Spanish)
Returned TANF Debit Cards (EPPICards) (Spanish)
Notification of Change (Spanish)

Affidavit of Identity for Medicaid Applicants and Recipients Under Age 16 (Spanish)
Acceptance Terms of Issuance for Diversionary Assistance (Spanish)
TANF 24-Month Advance Notice of Proposed Action (Spanish)
Medicaid Redetermination for Long Term Care (Spanish)
Food Replacement Request (Spanish)
Intent to Transfer Assets to Community Spouse (Spanish)
Request/Receipt for EBT Account Deduction (Spanish)
Missed Interview Notice (Spanish)
Rights and Responsibilities (Spanish)
SNAP Repayment Agreement (Spanish)
Medical Assistance Administrative Renewal Form (Spanish)
Notice of Action & Expiration (Spanish)
Checklist of Needed Verifications (Spanish)
SNAP - Hotline Information (Spanish)
Know Your Rights When Applying for SNAP Benefits (Spanish)
Application for Benefits (Spanish)

Affidavit of United States Citizenship or Legal Presence in the United States (Spanish)

Renewal Application for Auxiliary Grant (AG), Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) (Spanish)
 Temporary Assistance for Needy Families (TANF) Application to Add New Assistance Members (Spanish)
 Interim Report - Request for Action (Spanish)
 Fuel Assistance Application (Spanish)
 Crisis Assistance Application (Spanish)
 Breast & Cervical Cancer Prevention & Treatment Act (BCCPTA) Medicaid Redetermination (Spanish)
 Cooling Assistance Application (Spanish)
 Notice of Transfer (Spanish)
 Affidavit on Check Endorsement (Spanish)
 SSA Consent for Release of Information (Spanish)
 Administrative Disqualification Hearings (Spanish)
CSA Vital Documents already translated into Spanish:
 Consent to Exchange Information (Spanish)

Children Family & Adult Division Vital Documents already translated into Spanish:

Family Service Agreement(Spanish) - 08-15
 Service Application (Spanish)
 Addendum to Virginia Adoption Assistance Agreement- Spanish
 Request for Addendum to Virginia Adoption Assistance Agreement- Spanish
 Worksheet for Assessing and Negotiating Adoption Assistance- Spanish
 Information Sheet for Virginia Adoption Assistance Program Effective 10/15/13 (Spanish)
 Application for Adult Services-Spanish
 Notice of Action-Adult Services & Adult Protective Services Programs-Spanish
 Child Protective Services Appeal and Fair Hearing Brochure
 Family Assessment Brochure
 Description/Notification of Family Investigations Brochure

Fraud Unit Vital Documents already translated into Spanish:

Intentional Program Violation (Spanish)
 Notice of Intentional Program Violations and Penalties (Spanish)
 Notice of Intentional Program Violation (Spanish)
 Waiver of Administrative Disqualification Hearing (Spanish)
 Administrative Disqualification Hearing Decision (Spanish)
 Advance Notice of Administrative Disqualification Hearing (Spanish)

7.- Library Juv Card ApR8-16
 Library Card Info

8.- Animal Control Animal Ownership Requirements

9.- Police

Abandon Vehicle Notice
Incomplete Accident Report
Request for Witness Subpoena
Ride Along Application and Liability Waiver
Traffic Fatality Report
Automobile Loss and Accident Report
Suspect Description Form
OC Spray- Medical Service Rendered
JVR Court Affidavit
Damage to Private Property
Award Letter Form
Damage to City of Richmond Property
Implied Consent Form
Rights Waiver Form
Permission to Take Blood Sample
Allocation of Police Misconduct Form
Permission to Search
Agreement of Indemnification Form
Strip Search
Funeral Escort Request

Employer Agreement for Off-Duty Services
Funeral Employer Agreement for Off-Duty Police Service
Other City Dept. Employer Agreement for Off-Duty Police Services
Application for Authorization & Certification to Carry a Concealed Weapon
Complaining Witness or Victim Polygraph Release
Criminal History Record Request
Freedom of Information Act Request
Alarm Notice
Conducting a Sequential Photographic Lineup
House/Business Watch Form
House/Business Watch 14 day Directed Patrol Check Form
Accident Report -FR-300
Uniform Traffic Summons
IBR Reports
Arrest Warrants
Copy of Search Warrant Issued by the Magistrate

10.- Planning and
Development
Review

Defective Maintenance NOV
Unsafe NOV
Environmental NOV (existing)
Environmental NOV (yearly with fines, new)
Letter of Clearance
Confirmation Of Extension Letter
Hazardous Structure Notice
Right to Enter Letter
Renewal Of Vacant Building Registration

Vacant Building Registration Proactive Letter
Vacant Building Registration Letter
Permit Tax Waiver
Notification of Derelict Buildings and Election Option
Permission to demolish letter

Extension Request Form
Lien Waiver Form
Code Modification Request 2016
Building Permit Application
Elevator Permit Application
Tank Permit Application
Certificate of Zoning Compliance Application
Certificate of Occupancy Application
Storm Drainage Permit Application
Sprinkler Permit Application
Security Permit Application
Gas Piping Permit Application
Doo/Suppression Permit Application
Fire Alarm Permit Application
Sign Permit Application
Plumbing Permit Application
Mechanical Permit Application
Electrical Permit Application
Standard Ramp Detail
Standard Deck Detail
Standard Porch Section
Mobile Home Foundation and Anchoring Detail
Notes and Details
Porch Enclosure
Finished Attic Space Section
Wall Section Frame and Block Foundation
Wall Section Brick Veneer and Block Foundation
Wall Section Garage, Frame, Slab and Block Foundation
Wall Section Detached Accessory Building Frame and Monolithic Slab Foundation
Wall Section Frame, Slab and Block Foundation
Wall Section Frame and Monolithic Slab Foundation
Inspection Request
Tent Permit Application
News Regarding EnerGov and Permits Web Inquiry Function
Accessible Single Occupant Toilet Room
Required Room Area in Rooms with Sloping Ceilings
Contractor Registration Form
Certificate of Occupancy
Residential Electrical Permit
Commercial Building Permit
Delinquent Tax Form

Elevator Certificate
Residential Building Permit
Residential Mechanical Permit
Residential Plumbing Permit
Security Permit

11.- DPW Law Enforcement Notices
 Administrative Review Dismissal Letter
 Administrative Review Justified Letter
 Administrative Review Form and Cover Letter
 Contest Form and Cover Letter
 Residential Parking Permit Application
 Parking Citation

12.- DPU Water Service Letter (Occupant)
 Consumption on Inactive Meter (COIM)
 No Consumption Active Meter (NCAM)
 Stopped Meter (Gas Service)
 Reading Correct (Water Service)
 Faulty Equipment, No Adjustment (Water Service)
 Owner Property (Gas Service)
 Important Notice

13.- DPRCF Athletic Sports Registration Form 2017
 Registration 2017 tej edits
 Parent Handbook 2017 - tej edits

14.- ECD Enterprise Zone Incentive Programa
 Commercial Area Revitalization Effort (CARE)
 Citywide Revolving Loan Program
 Contractor Assistance Loan Program
 Micro Enterprise Revolving Loan Fund Program - Program Guidelines

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